



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL

Committee Meetings Regular Council Meeting

7232 E. Main St
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

April Beggerow
614-322-6836

Monday, April 8, 2019

Council Chambers

CITY COUNCIL MEETING

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- a. City Council – Regular Meeting – March 25, 2019

4. APPROVAL OF AGENDA

5. COMMUNITY COMMENTS AND REQUESTS

6. COMMUNICATIONS

- a. Clerk of Court Report

7. REPORTS

8. LEGISLATION FOR EMERGENCY ADOPTION

- a. ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE FROM THE SOLID WASTE AUTHORITY OF CENTRAL OHIO (SWACO) RECYCLING CARTS; APPROPRIATING FUNDS THEREFOR; AND DECLARING AN EMERGENCY. (First Reading 3/25/2019). --- Luzader. Public Service and Transportation Committee.

- b. ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE FROM TOTER RECYCLING CARTS; APPROPRIATING FUNDS THEREFOR; AND DECLARING AN EMERGENCY. (First Reading 3/25/2019). --- Luzader. Public Service and Transportation Committee.

9. LEGISLATION FOR FIRST READING

- a. ORDINANCE AUTHORIZING CITY AUDITOR TO REMOVE EQUIPMENT FROM THE PARKS & RECREATION DEPARTMENT'S FIXED ASSET LIST. --- Spalding. Development, Parks and Recreation Committee.
- b. ORDINANCE AUTHORIZING MAYOR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH THE REYNOLDSBURG CITY SCHOOL DISTRICT REGARDING THE SCHOOL RESOURCE OFFICER AGREEMENT; AND DECLARING AN EMERGENCY. --- Clemens. Public Safety, Law and Courts Committee.

10. LEGISLATION FOR SECOND READING

- a. ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH GUIDE STUDIO FOR MARKETING AND BRANDING SERVICES. (First Reading 3/25/2019). --- Spalding. Development, Parks and Recreation Committee.
- b. ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE ENGINEERING, PLANS, ADVERTISING, AND TO PREPARE BID DOCUMENTS FOR JFK PARK IMPROVEMENTS AND APPROPRIATING FUNDS THEREFORE. (First Reading 3/25/2019). --- Spalding. Development, Parks and Recreation Committee.
- c. ORDINANCE AUTHORIZING MAYOR TO PURCHASE A 2019 FORD TRANSIT T-250 AND RELATED EQUIPMENT FOR THE REYNOLDSBURG POLICE DEPARTMENT. (First Reading 3/25/2019). --- Clemens. Public Safety, Law and Courts Committee.
- d. ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH PYROTECNICO FOR THE 2019 FIREWORKS DISPLAY. (First Reading 3/25/2019). --- Luzader. Public Service and Transportation Committee.

11. LEGISLATION FOR THIRD READING

- a. A RESOLUTION TO WAIVE THE PROVISION OF SECTION 971.16 OF THE CITY'S CODIFIED ORDINANCES FOR THE 2019 REYNOLDSBURG FARMERS' MARKET. (Second Reading 3/25/2019). --- Spalding. Development, Parks and Recreation Committee.

- b. A RESOLUTION TO WAIVE THE PROVISION OF SECTION 971.16 OF THE CITY'S CODIFIED ORDINANCES FOR THE 2019 TOMATO FESTIVAL. (Second Reading 3/25/2019). --- Spalding. Development, Parks and Recreation Committee.
- c. ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LOGICALIS FOR THE PURCHASE OF A CISCO PHONE SYSTEM. (Second Reading 3/25/2019). --- Cotner. Finance and Administration Committee.

ADJOURNMENT

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
March 25, 2019

President Pro Tempore Barth R. Cotner called the meeting to order at 8:44 PM

PRESENT: Joseph, Clemens, Cotner, Luzader, Spalding, Baker, Bryant, Skinner

ABSENT:

Approval of Minutes

- a. City Council – Regular Meeting – March 11, 2019

RESULT:	ACCEPTED
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Approval of Agenda

Motion to add as item 11 c ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Enacting Section 1171.09 Wireless Facilities and Support Structures of Chapter 1171 General Regulations; AND DECLARING AN EMERGENCY.

Second by Mr. Spalding. All voted Aye by voice vote. Motion Carried.

Community Comments and Requests

Keith Benner, 1200 Creekside Place: I think that it's encouraging that in the last 6 months or so that I've been following Council, Councilman Baker, Councilwoman Bryant, Councilman Luzader have all brought ideas to the city. All of them with the intent that it would benefit the city in some way and make Reynoldsburg a better place. I think that's awesome. I supported Councilman Baker's initiative, it went nowhere. I did not support Councilwoman Bryant's and I really was ambivalent about yours, but I still like that Council is being proactive and not waiting for the Mayor to ask for things and not just approving pick up trucks and playgrounds, they're trying to think. I think you might be more effective if you get out into the public. I see you all at rotary clubs and the Democratic gang and Republican gang meetings, but I've not seen my Councilman, I don't want to name names, but in my area other than the day he knocked on my door and asked me to vote for him. I don't know if you hold open hours, I don't know if you go door to door, it's unfortunate, but we don't have much of an audience here. Again, we have politicians all over the place, or would-be politicians, but not a lot of citizens, so how do you know you're representing the people you represent? You're not finding it out at the Rotary Club. This is a big building and, maybe the public won't come, I don't know, but I would like to see you try and I would like to see some legislation done. I've met with City Attorney Jed Hood, I've met with the Development Director, I've met with the Service Director and the Building Manager, just to find out how the city works or doesn't. I'm going to meet with the Police Chief this week, just to see, I'd like to see how things work. Something I would like to see thought of, Reynoldsburg is an old city. Our subdivisions are old, Brookside, Huber, Briarcliff, Marabar, old Red Fox area, they were all at a time when they were single car driveways and you cannot drive through our neighborhoods without weaving in and out of parked cars. I would be quite a complex piece of legislation, I don't know if we can do it or not, but it's not safe. Nobody, I believe by law Chief, the people that if cars on your side, you're supposed to

Minutes Acceptance: Minutes of Mar 25, 2019 7:35 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
March 25, 2019

wait and give right of way to the one that doesn't have a car parked. But, there's got to be a way without making it terribly hard on the population to make it better and it would actually do something for the residents here, it would make getting through our neighborhoods, it would make it much more navigable if that's something you could do. And I'm, and this is not an indictment of our current Service Department, but Code Enforcement has got to get better and everyone I've talked to independently understands that including the Service Director. They're doing what they can with what they have. The 2 young men that go out and try to do that job, are dedicated young men and good people, I know one of them personally, but where's the money. We have money for trucks, money for playgrounds, this city needs a face lift. It needs it bad. And we're not, I don't see anything moving in that direction. I took four pictures before I came tonight of houses with gutters falling off, ATVs parked in the front yard along with an assortment of other items, these are things that we need to clean up. This is our reputation, this is what people driving through here see and think of us. I'm a real estate agent and I went to see a couple of houses this weekend that a human shouldn't live in and they were recently, I understand, whatever the city does, you're not allowed to live in them any more but nothing lives in those but raccoons. But that's a shame in this city that that's what happens. So, that's why I'm here. We use for code enforcement the International Property Maintenance Code book, according to 1711 I believe it's the 2003 edition though I believe we're using the 2015 edition. We kind of pick and choose what we want to do out of it. I would like to see a Citizen Council Committee formed to maybe address the exceptions to 1711 and see if we can come up with something that would cause undue burden on some of our elderly citizens that maybe can't keep their houses painted as they should be, but do something to have specific parameters for these code people to look at and understand. When you're doing it from a giant book and if you've seen IPMC, it's a pretty, it's a pamphlet not a book, but still it's pretty good size and a lot of reading in there and a lot of it doesn't apply, it's plumbing code and electrical code and things of that nature that are important but not esthetically important to the city. So those are the challenges I have, I would also like, it's my understanding that the Committee Council can at any point in time that they deem fit, call for a Charter Commission. And I would like, I mentioned gangs earlier, I would like to see the Charter Commission called and I would like to see us seriously think about making our politics here in Reynoldsburg non partisan. There is absolutely no reason why your allegiance should be to any body but the citizens of this city. It's not national politics, some of you may hope to be a municipal judge some day, or whatever, but that's not why you're here, it shouldn't be. And I don't think you have to have a tag that says R or D to be able to do that. I would be very much in favor of non-partisan elections, I would like to see you work together a lot more than you do. If you write legislation, and you only write it with the City Attorney, you have no idea what the other members said. A wise Council member once told me if you want to get something passed in this city you've got to have 4 votes which means talk to one another. Decide whether you really have a problem and if you're solution is the right solution and I've way passed my 3 minutes but I love this city, I appreciate what you guys have been doing, I appreciate your service and I hope you'll take some of my suggestions seriously. Thanks.

Communications

AUDITOR'S REPORTS, JANUARY, 2019

Minutes Acceptance: Minutes of Mar 25, 2019 7:35 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
March 25, 2019

The Clerk read the Budget by Classification and Departmental Budget for January 2019 into the minutes.

Reports

None.

LEGISLATION FOR EMERGENCY ADOPTION

40-19

ORDINANCE AUTHORIZING MAYOR TO PURCHASE ONE (1) POLICE CRUISER AND RELATED EQUIPMENT FOR THE REYNOLDSBURG POLICE DEPARTMENT; APPROPRIATING FUNDS THEREFOR; AND DECLARING AN EMERGENCY. --- Clemens. Public Safety, Law and Courts Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mel Clemens, Ward 4 Councilmember
SECONDER:	Marshall Spalding, Ward 3 Councilmember
AYES:	Clemens, Cotner, Luzader, Spalding, Baker, Bryant, Skinner

41-19

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH OHM FOR THE ENGINEERING, PLANS, BID DOCUMENTS, AND CONSTRUCTION ADMINISTRATION FOR THE LANCASTER AND MAIN PARKING LOT--PHASE 2, APPROPRIATING FUNDS THEREFORE, AND DECLARING AN EMERGENCY. --- Luzader. Public Service and Transportation Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brett Luzader, Ward 2 Councilmember
SECONDER:	Stacie Baker, At-Large Councilmember
AYES:	Clemens, Cotner, Luzader, Spalding, Baker, Bryant, Skinner

LEGISLATION FOR FIRST READING

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH GUIDE STUDIO FOR MARKETING AND BRANDING SERVICES. --- Spalding. Development, Parks and Recreation Committee.

Minutes Acceptance: Minutes of Mar 25, 2019 7:35 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
March 25, 2019

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:30 PM**

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE ENGINEERING, PLANS, ADVERTISING, AND TO PREPARE BID DOCUMENTS FOR JFK PARK IMPROVEMENTS AND APPROPRIATING FUNDS THEREFORE. --- Spalding. Development, Parks and Recreation Committee.

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:30 PM**

ORDINANCE AUTHORIZING MAYOR TO PURCHASE A 2019 FORD TRANSIT T-250 AND RELATED EQUIPMENT FOR THE REYNOLDSBURG POLICE DEPARTMENT. --- Clemens. Public Safety, Law and Courts Committee.

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:31 PM**

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH PYROTECNICO FOR THE 2019 FIREWORKS DISPLAY. --- Luzader. Public Service and Transportation Committee.

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:32 PM**

ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE FROM THE SOLID WASTE AUTHORITY OF CENTRAL OHIO (SWACO) RECYCLING CARTS --- Luzader. Public Service and Transportation Committee.

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:32 PM**

ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE FROM TOTER RECYCLING CARTS; AND DECLARING AN EMERGENCY. --- Luzader. Public Service and Transportation Committee.

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:32 PM**

LEGISLATION FOR SECOND READING

A RESOLUTION TO WAIVE THE PROVISION OF SECTION 971.16 OF THE CITY'S CODIFIED ORDINANCES FOR THE 2019 REYNOLDSBURG FARMERS' MARKET. --
- Spalding. Development, Parks and Recreation Committee.

Minutes Acceptance: Minutes of Mar 25, 2019 7:35 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
March 25, 2019

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:30 PM**

A RESOLUTION TO WAIVE THE PROVISION OF SECTION 971.16 OF THE CITY'S CODIFIED ORDINANCES FOR THE 2019 TOMATO FESTIVAL. --- Spalding. Development, Parks and Recreation Committee.

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:30 PM**

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LOGICALIS FOR THE PURCHASE OF A CISCO PHONE SYSTEM. --- Cotner. Finance and Administration Committee.

RESULT: **REFERRED TO COMMITTEE** **Next: 4/8/2019 7:33 PM**

LEGISLATION FOR THIRD READING

42-19

ORDINANCE APPROPRIATING FUNDS FROM UNAPPROPRIATED GENERAL FUND TO AN ACCOUNT IN THE PARKS & RECREATION DEPARTMENT --- Spalding. Development, Parks and Recreation Committee.

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Marshall Spalding, Ward 3 Councilmember
SECONDER: Caleb Skinner, Ward 1 Councilmember
AYES: Clemens, Cotner, Luzader, Spalding, Baker, Bryant, Skinner

43-19

ORDINANCE APPROPRIATING FUNDS FROM UNAPPROPRIATED GENERAL FUND TO AN ACCOUNT IN THE POLICE DEPARTMENT. --- Clemens. Public Safety, Law and Courts Committee.

RESULT: **ADOPTED AS AMENDED [UNANIMOUS]**
MOVER: Mel Clemens, Ward 4 Councilmember
SECONDER: Kristin Bryant, At-Large Councilmember
AYES: Clemens, Cotner, Luzader, Spalding, Baker, Bryant, Skinner

44-19

Minutes Acceptance: Minutes of Mar 25, 2019 7:35 PM (Approval of Minutes)

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
March 25, 2019

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: ENACTING SECTION 1171.09 WIRELESS FACILITIES AND SUPPORT STRUCTURES OF CHAPTER 1171 GENERAL REGULATIONS; AND DECLARING AN EMERGENCY. (HELD FROM 3/11/2019). --- Spalding. Development, Parks and Recreation Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Marshall Spalding, Ward 3 Councilmember
SECONDER:	Stacie Baker, At-Large Councilmember
AYES:	Clemens, Cotner, Luzader, Spalding, Baker, Bryant, Skinner

Adjournment

Doug Joseph, President of Council

April L. Beggerow, Clerk of Council

Minutes Acceptance: Minutes of Mar 25, 2019 7:35 PM (Approval of Minutes)

Clerk of Court**Leslie Clark****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6852 phone****Memo**

DATE: April 8, 2019**TO: City Council****CC:****RE: CLERK OF COURT REPORT MONTH ENDING FEBRUARY 2019**

I am submitting monies collected from the courts held on 2/7, 2/14, 2/21 and 2/28/19. I am also submitting monies collected during the same period pursuant to City Ordinance No/s. 146-94 and 104-02.

Fines &Waivers/Bond Costs/Bond Forfeitures Order In	(#110.4512)	\$ 9,441.00
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Court Costs & Misc. Costs Assessed	(#110.4510)	\$ 15,184.00
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Sub-Total (To General Revenue Fund)		24,625.00
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Computerization Needs Fund	(#211.4510)	\$ 1,900.00
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Enforcement & Education Fund	(#293.4616)	\$ 75.00
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Sub-Total		\$ 1,975.00
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Total Amount Submitted		\$ 26,600.00
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Service Department**Bill Sampson****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6884 Phone****ORDINANCE REQUEST****DATE:** **April 8, 2019****TO:** **Public Service and Transportation Committee**

RE: ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE FROM THE SOLID WASTE AUTHORITY OF CENTRAL OHIO (SWACO) RECYCLING CARTS; APPROPRIATING FUNDS THEREFOR; AND DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Received the SWACO Recycling Cart Order Form.

The City of Reynoldsburg will utilize the SWACO payment schedule. Payments are due on or before June 1 and December 1 of 2019, 2020 & 2021. There are six (6) equal payments. Based on the order, the total cost is \$162,572.00, which is \$27,095.33 in equal payments, plus a \$250.00 administrative fee

added to each equal payment, totaling \$27,345.33 per payment (\$54,690.66 for June and December 2019) paid from account 750.738.5315 Private Hauler Contract.



Community Recycling Cart Order Form

Community Name: City of Reynoldsburg

All cart quantities listed below will be included in the initial order by SWACO for delivery during the initial cart rollout. Additional future carts can be ordered by the community directly from Toter.

1. Grant Eligible Carts / Eligible for SWACO Repayment Plan

- Carts eligible for SWACO/TRP grant assistance
- This includes 64-gallon or larger carts deployed to households that do not currently have carts
- SWACO will apply both grants to this order and will allow the community to repay SWACO the remaining balance over 3 years as per the grant agreement

Cart Size	Community cost per cart	Quantity	Total Community Cost
64-gallon	\$ 15.52	10,475	\$ 162,570.00
96-gallon	\$ 24.06		

2. Non-Grant Eligible Carts / Not Eligible for SWACO Repayment Plan

- Carts not eligible for SWACO/TRP grant assistance
- This includes carts smaller than 64-gallon deployed to households that do not currently have carts
- Toter will bill the community directly for the full cost of these carts upon delivery

Cart Size	Community cost per cart	Quantity	Total Community Cost
32-gallon	\$ 41.81		
48-gallon	\$ 44.52		

- Continued on next page -

3. Non-Grant Eligible Carts / Not Eligible for SWACO Repayment Plan (Extra Inventory Carts)

- Carts not eligible for SWACO/TRP grant assistance
- This includes any additional carts that are ordered for inventory purposes that will not initially be deployed to households (less per cart cost due to non-deployment)
- Carts will be delivered to the deployment staging area by Toter and the carts will need to be transported to a community storage area by the community, unless other arrangements are made between Toter and the community, which may incur additional costs paid to Toter.
- Toter will bill the community directly for the full cost of these carts upon delivery

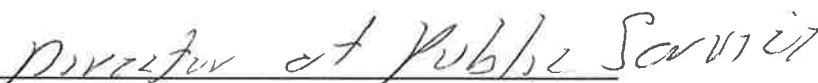
Cart Size	Community cost per cart	Quantity	Total Community Cost
32-gallon	\$ 37.21	50	\$ 1,860.50
48-gallon	\$ 39.92		
64-gallon	\$ 40.42	150	\$ 6,063.00
96-gallon	\$ 48.96		

Please return this Community Recycling Cart Order Form to Albert Iosue, SWACO Programs Administrator, via email to albert.iosue@swaco.org no later than Wednesday, January 23, 2019.

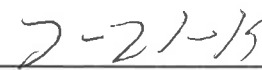
Please call Albert Iosue with any questions at (614) 801-6408.



 Signature of Community Representative



 Title



 Date

Service Department**Bill Sampson****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6884 Phone****ORDINANCE REQUEST****DATE: April 8, 2019****TO: Public Service and Transportation Committee****RE: ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE FROM
TOTO RECYCLING CARTS; APPROPRIATING FUNDS
THEREFOR; AND DECLARING AN EMERGENCY.**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Just received the Recycling Cart Order Form.

Toter will be billing the city of Reynoldsburg directly for the extra carts ordered (150 64-gallon, \$6063.00, and 50 32-gallon, \$1,860.50) for a total of \$7,923.50 paid from account 750.738.5315 Private Hauler Contract.



Community Recycling Cart Order Form

Community Name: City of Reynoldsburg

All cart quantities listed below will be included in the initial order by SWACO for delivery during the initial cart rollout. Additional future carts can be ordered by the community directly from Toter.

1. Grant Eligible Carts / Eligible for SWACO Repayment Plan

- Carts eligible for SWACO/TRP grant assistance
- This includes 64-gallon or larger carts deployed to households that do not currently have carts
- SWACO will apply both grants to this order and will allow the community to repay SWACO the remaining balance over 3 years as per the grant agreement

Cart Size	Community cost per cart	Quantity	Total Community Cost
64-gallon	\$ 15.52	10,475	\$ 162,570.00
96-gallon	\$ 24.06		

2. Non-Grant Eligible Carts / Not Eligible for SWACO Repayment Plan

- Carts not eligible for SWACO/TRP grant assistance
- This includes carts smaller than 64-gallon deployed to households that do not currently have carts
- Toter will bill the community directly for the full cost of these carts upon delivery

Cart Size	Community cost per cart	Quantity	Total Community Cost
32-gallon	\$ 41.81		
48-gallon	\$ 44.52		

- Continued on next page -

3. Non-Grant Eligible Carts / Not Eligible for SWACO Repayment Plan (Extra Inventory Carts)

- Carts not eligible for SWACO/TRP grant assistance
- This includes any additional carts that are ordered for inventory purposes that will not initially be deployed to households (less per cart cost due to non-deployment)
- Carts will be delivered to the deployment staging area by Toter and the carts will need to be transported to a community storage area by the community, unless other arrangements are made between Toter and the community, which may incur additional costs paid to Toter.
- Toter will bill the community directly for the full cost of these carts upon delivery

Cart Size	Community cost per cart	Quantity	Total Community Cost
32-gallon	\$ 37.21	50	\$ 1,860.50
48-gallon	\$ 39.92		
64-gallon	\$ 40.42	150	\$ 6,063.00
96-gallon	\$ 48.96		

Please return this Community Recycling Cart Order Form to Albert Iosue, SWACO Programs Administrator, via email to albert.iosue@swaco.org no later than Wednesday, January 23, 2019.

Please call Albert Iosue with any questions at (614) 801-6408.



 Signature of Community Representative

Director of Public Service

 Title

2-21-15

 Date

Parks & Recreation Dept.**Donna Bauman****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6879 Phone****ORDINANCE REQUEST****DATE:** **April 8, 2019****TO:** **Development, Parks and Recreation Committee****RE:** ORDINANCE AUTHORIZING CITY AUDITOR TO REMOVE EQUIPMENT
FROM THE PARKS AND RECREATION DEPARTMENT'S FIXED ASSET
LIST.

Approval:

Completed Brad McCloud	Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Requesting Emergency passage after the second (2nd) reading to allow for the SCAG Turf Tiger (#2486) to be traded in on a replacement mower.

Authorize the City Auditor to remove the following from the Parks & Recreation Department's Fixed Asset List:

#2065 Cub Cadet Snowblower--rusted out/no longer throws snow. This item will be placed on the City's auction site.

#2486 SCAG Turf Tiger mower will be traded in for a new mower.

Police Department**David Plesich****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 Phone****ORDINANCE REQUEST****DATE:** **April 8, 2019****TO:** **Public Safety, Law and Courts Committee****RE:** ORDINANCE AUTHORIZING MAYOR TO SIGN A MEMORANDUM
OF UNDERSTANDING WITH THE REYNOLDSBURG CITY
SCHOOL DISTRICT REGARDING THE SCHOOL RESOURCE
OFFICER AGREEMENT; AND DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Immediate preservation of the public peace, health, or safety

Statement of emergency: Current agreement is not up to date.

Review guidelines of the School Resource Officer Agreement.

Set guidelines and operations surrounding the assignment and Utilization of the School Resource Officer (SRO).

Cheryl Kristy

From: Curtis Baker
Sent: Friday, March 22, 2019 9:07 AM
To: Cheryl Kristy
Cc: David Plesich
Subject: RCS MOU
Attachments: MOU RPD-RCS 2018-2019.docx

Cheryl,

I talked to Mr. Hood about the attached MOU. He said to go ahead and get it presented to Council and the signatures would be added after Council has approved the MOU.

Curtis Baker, CLEE
Deputy Chief of Police
Reynoldsburg Division of Police
7240 East Main Street
Reynoldsburg, Ohio 43068
Ph: 614.322.6907
CBaker@reypd.com / www.ci.reynoldsburg.oh.us



Attachment: ID2388 SRO Agreement (Memorandum of Understanding: School Resource Officer Agreement)

Memorandum of Understanding

School Resource Officer Agreement

Guidelines and operations surrounding the assignment and utilization of School Resource Officers, hereinafter referred to as SROs, within Reynoldsburg City Schools. To establish an agreement between the City of Reynoldsburg (hereinafter CITY), the Reynoldsburg City Schools (hereinafter RCS) and the Reynoldsburg Police Department (hereinafter the RPD).

NOW, THEREFORE, THE PARTIES HERE TO AGREE AS FOLLOWS:

1. The Goals of the School Resource Officer Program:

- 1.1 To establish a more complete liaison with school personnel and the RPD in a cooperative effort to prevent juvenile delinquency through close contact and counseling.
- 1.2 To carefully select and assign trained police officers from the RPD to work directly in the RCS in cooperation with school administrators and faculty.
- 1.3 To establish a more complete liaison with school personnel and the applicable Juvenile Court facilities.
- 1.4 To build a positive image toward orderly behavior of students.
- 1.5 To seek alternative methods of enforcement that hold youth responsible for their actions while providing life enhancing skills to address conflict.
- 1.6 To help students learn more about the law and law enforcement.
- 1.7 To familiarize students with law enforcement personnel and their objectives and role in society.
- 1.8 To reinforce the feeling of pride that students have towards their schools and their community.
- 1.9 To encourage students to stay in school.
- 1.10 To work with school personnel to develop closer contact and better communication with students.
- 1.11 To develop an effective program of safety education.

2. The duties of the school resource officers shall be as follows:

- 2.1 To assist in the protection of the school facilities, staff and students.
- 2.2 To help prevent juvenile delinquency through close contact with students, school personnel, and the juvenile court.
- 2.3 To investigate delinquent acts within the school system and its community when the schools or students are involved.
- 2.4 To provide early detection of deviant behavior in students.

- 2.5 To participate as a resource person for the school district. The SRO will provide training to staff and students at the request of RCS administrators. This may include speaking at an assembly on an array of legal or safety topics and/or visiting individual classrooms to provide a period of instruction.
- 2.6 To be aware at all times of the responsibility to improve the image of the uniformed law enforcement officer in the eyes of the student, staff and community.
- 2.7 Other duties as set forth in applicable RPD general orders and/or authorized and approved by the Chief of Police and the Superintendent.
- 2.8 To respond to calls for assistance from school administration and/or building safety & security as needed.
- 2.9 To allow building administration and/or building safety & security time to address building incidents prior to involvement.
- 2.10 To work cooperatively with RCS by assisting with coordinated crisis planning and updating of school crisis plans.

3. Enforcing/Reporting School Policy Violations.

- 3.1 The SRO is not a school disciplinarian and normally will take action only when there is a violation of law. School discipline is the responsibility of the appropriate school administrator. The SRO will normally report school policy violations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the student handbook.
- 3.2 It is the responsibility of the school staff to conduct their own investigations into reports of student handbook violations or disorder.
- 3.3 The SRO will refrain from getting involved in matters or incidents that do not require police assistance and should be handled by the school.
- 3.4 Medical calls for service will not solely be decided by the SRO. Due to district reporting guidelines/restrictions this reasonability applies to any proper licensed building professional/official.

4. Employment, Training, Supervision and Assignment of the School Resource Officer

- 4.1 The RPD agrees to employ not less than a total of two (2) fully trained and equipped SROs. The SROs shall be employees of the RPD and shall be subject to the administration, supervision and control of the RPD, except as such administration, supervision and control is subject to the terms and conditions of this agreement.
- 4.2 The RPD agrees to provide and to pay the SROs salary and employment benefits in accordance with the applicable salary schedules and employment practices of the RPD, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical/hospitalization insurance. SROs shall be subject to all other personnel policies and practices of the RPD except as

such policies or practices may have to be modified to comply with the terms and conditions of this agreement.

- 4.3 The RPD, in its sole discretion, shall have the power and authority to hire, discharge and discipline the SROs, provided, however, that the RPD will remove an SRO from his/her assignment at the request of the Superintendent. The RPD shall hold RCS free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by SROs.
- 4.4 The assigned SRO will be employed by RPD for a minimum of one (1) year. It is preferable that the SRO have a background in, or receive training after appointment, that has a focus on understanding of child and adolescent development.
- 4.5 The SROs shall be assigned by the RPD as follows: One officer shall be assigned to the Reynoldsburg High School Livingston Campus, 6699 E. Livingston Avenue, and the second officer to the Reynoldsburg High School Summit Campus, 8579 Summit Road. The total number of positions will be two (2).
- 4.6 In the event an SRO is absent from work, the SRO shall notify both his/her supervisor in the RPD and the principals of the schools to which the SRO is assigned. In the event the SRO is absent due to illness, injury or disability for a period in excess of seven (7) consecutive work days, the RPD agrees to employ and/or assign a substitute SRO to assume and perform the duties of the SRO who is absent from work.
- 4.7 Within one year after appointment the SRO will complete a minimum of 40 hours of school resource officer training. Professional development training will focus on age-appropriate practices for conflict resolution and developmentally informed de-escalation and crisis intervention methods.

5. SRO Program Funding, Costs and Method of Reimbursement

- 5.1 CITY agrees to appropriate to the RPD sufficient funds to employ, train, evaluate and supervise the SROs. CITY agrees to provide sufficient funds to include: the officer's salary, employment benefits, uniforms, equipment, vehicles and all other operating and administrative expenses.
- 5.2 RCS agree to reimburse CITY for the costs equal to sixty-nine percent (69%) of the SROs' salary and employment benefits.
- 5.3 All parties agree that the SROs shall receive the customary and usual salary and employment benefits, including but not necessarily limited to: health and hospitalization insurance, sick leave and annual leave, holiday pay, retirement, disability insurance, workers compensation, unemployment compensation, and Police Professional Liability insurance to protect CITY, RPD and RCS.
- 5.4 All parties agree that the assignment of any RPD vehicle will be at the sole discretion of the RPD.
- 5.5 All parties agree that the cost of the training as well as administrative support and supervision of the SROs will be paid by RPD.

- 5.6 It is understood and agreed that the CITY will bill RCS for the agreed upon reimbursement quarterly and that RCS agree to pay the amount due to the CITY within 15 days of the receipt of each quarterly bill or statement

6. Terms of Operations

- 6.1 The SRO agrees to abide by all relevant RCS policies and administrative guidelines while on duty for RCS, including, but not limited to, the obligation to keep confidential and not release or permit access to any and all student personally identifiable information ("PII") to which the SRO is exposed, except as authorized by law.
- 6.2 All student records are considered confidential. Certain information is designated as directory information in the RCS annual FERPA notice and can be released without consent unless the parent/guardian has affirmatively withdrawn their consent to release, in writing. RCS will supply RPD with a copy of its annual FERPA notice each school year.
- 6.3 SROs will be granted access to the district camera system and student information databases when acting as a school official with a legitimate educational interest in the information. The SRO is acting as a school official with a legitimate educational interest in the information when:
- 1) The information is necessary to perform services pursuant to this agreement that would otherwise be performed by RCS employees;
 - 2) The SRO is under RCS's direct control in the use and maintenance of the records; and
 - 3) The SRO will only use PII for the use for which it was provided and may not re-disclose the PII without consent.

The RPD acknowledges that, under the terms of this paragraph, the SROs may be receiving personally identifiable student information. The RPD agrees that it shall not, and shall ensure that the SROs do not, access, use or disseminate or otherwise re-disclose any student information deemed personally identifiable, as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g, 34 C.F.R. Part 99) and Ohio R.C. §3319.321, in violation of the terms of those laws or other law applicable to the RCS with respect to such information. The parties shall ensure that the SROs who are provided with access to personally identifiable student information will be trained in FERPA requirements and their duties to handle such information in compliance with those requirements. Information obtained from these databases and other education record information are protected, not subject to public record requests or release and therefore shall not become a public record by means of police reporting.

- 6.4 The obtaining of PII for law enforcement purposes will require parental consent or a lawfully issued subpoena prior to release, unless obtained as detailed in 6.5, 6.6 and 6.7 below.
- 6.5 Records, files, documents, and other materials that are created by the SRO for a law enforcement purpose, or by personal observation, may be maintained by the RPD and are not subject to the Family Educational Rights and Privacy Act protection.

- 6.6 RCS may disclose PII to the SRO without consent during a health and safety emergency if knowledge of the information is necessary to protect the health or safety of students or other individuals. This exception is limited to the period of the emergency.
- 6.7 When the RCS learns of any abused child, as defined in ORC 2151.031, all supporting documentation, video and/or statements will be released to the RPD without prior consent, per mandated reporting requirements.
- 6.8 Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, Ohio Revised Code or Reynoldsburg Codified Ordinances. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in effect.

7. Term of Agreement

- 7.1 The agreement shall be extended for additional and successive terms of one year unless it is not renewed as provided in section 7.3 below.
- 7.2 This agreement may be modified upon the mutual written consent of the parties.
- 7.3 In the event that any party to the agreement decides not to renew or extend this agreement, it shall endeavor to notify the other involved parties by June 1 of the preceding fiscal year of the agreement.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first written above.

Law Enforcement Executive's Signature: _____ Date: _____
Chief David M. Plesich

Signature of School Official: _____ Date: _____
Superintendent Melvin J. Brown

Government Executive's Signature: _____ Date: _____
Mayor Brad McCloud

Approve as to Form: _____ Date: _____
City Attorney Jed Hood

Development Department

**Andrew Bowsher
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6831 Phone**

ORDINANCE REQUEST

DATE: April 8, 2019

TO: Development, Parks and Recreation Committee

RE: Ordinance Authorizing the Mayor to Enter into a Contract with Guide Studio for Marketing and Branding Services.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Contract for Guide Studio to coordinate a marketing and branding strategy and include deliverables. The overall cost will be \$50,000 and has been budgeted for 2019. The development department researched, explored, and spoke with 8 separate professional service companies regarding this contract. In the end this decision was made in conjunction with development staff and the mayor to be the best fit for the city.

Through a future creative branding strategy, the development department plans to re-imagine and reinvigorate the perception of Reynoldsburg. The development department plays a vital role in the built aspect of the city, but we also feel it is our responsibility to project an image of diversity, history, economic vitality, and small town charm. Through this branding strategy, we hope to outline a process by which our team will create a compelling, relevant brand identity and key messaging that differentiates Reynoldsburg from other communities. We intend to effectively communicate our vision, values, and aspirations for the future and provide a consistent, cohesive representation of the city across all communication platforms. Deliverables will include changes to the website, Logo Design, signage, and other uses where applicable. Overall cost \$50,000 USD (Estimate/Budgeted) Waive of competitive bidding, for professional services. 7 additional firms were apart of this proposal process.



7 March 2019

City of Reynoldsburg, OH
Andrew Bowsher, Development Director
ABowsher@ci.reynoldsburg.oh.us

TERMS OF ENGAGEMENT

Thank you for the opportunity to work with your company. Our professional insurance carrier requires that we have an Engagement Letter for each and every client at Guide Studio. This letter spells out the basic services and responsibilities of our engagement. If you have any questions, please do not hesitate to call.

For each Project, Guide Studio shall provide the City of Reynoldsburg ("Client") with a proposal (the "Project Quote") setting forth the scope and estimated cost of the Project.

1.0 BASIC TERMS & CONDITIONS

1.1 INVESTMENT. The total Investment for each element or phase of the Project will be comprised of Professional Fees and Reimbursable Expenses. An itemization of the estimated costs associated with a Project shall be included on each Project Quote (Exhibit A). All Project Quotes are reviewable by Guide Studio and subject to change if not accepted within 60 days. Guide Studio will notify Client of any requests that are out of Scope (Scope and Approach outlined in Exhibit B) and seek Client's approval for any increase in fees or expenses as a result of that out of Scope request.

1.2 PAYMENT TERMS AND ARRANGEMENTS. Guide Studio will begin work on the Project upon approval of the Project Quote and receipt of a signed copy of this Engagement Letter. Invoices will be issued monthly in alignment with the project schedule. Invoices shall be paid upon receipt. A finance charge of 2% per month shall be applied to invoice balances overdue by 60 days. Client accepts responsibility for the payment of any legal fees, including reasonable attorney's fees, incurred in the collection of overdue invoice balances. Guide Studio reserves the right to cease work(s)-in-progress and/or delivery of completed work if invoice payments are significantly overdue.

1.4 RELATIONSHIP OF THE PARTIES. The relationship between Guide Studio and Client shall only be considered that of independent contractors. Nothing contained in this Engagement Letter shall create an agency, partnership, joint venture, or employment relationship between Guide Studio and Client. Further, Guide Studio and Client hereby specifically agree that nothing contained herein shall create a "work made for hire" relationship between Guide Studio and the Client.

2.0 WORK PRODUCT

2.1 INTELLECTUAL PROPERTY. Guide Studio retains exclusive ownership and intellectual property rights in all Instruments of Service it creates. Client is hereby granted a non-exclusive license to publish, reproduce, and otherwise use the Instruments of Service, in electronic or other tangible form, in connection with Client business.



"Instruments of Service," as used herein, means all works of authorship, designs, discoveries, programs, routines, procedures, processes, formulas, know-how, techniques, developments, drawings, notes, documents, objects or elements within a design, letter styles, images, materials made, conceived or developed, improvements, modifications and derivative works, whether or not subject to copyright protection, in any media, including digital files, whether preliminary or final, which are made, conceived, expressed, written or authored by Guide Studio, solely or jointly with others, in connection with any services performed for, or at the request of Client, at any time during the course of Guide Studio's engagement with Client.

2.2 BRAND IDENTITY OWNERSHIP. In the case of an approved Brand Identity as the Instruments of Service, which may include a deliverable of a logo, logo type, icon, or badge developed as a unique visual expression of the Client's place, service, product or business, Guide Studio shall transfer exclusive ownership and intellectual property rights upon full payment.

2.3 PORTFOLIO USE. Guide Studio hereby retains the right to use the Instruments of Service for the purposes of design competitions, future publications on design, educational purposes and the marketing of Guide Studio's business, services and portfolio; but no other use without the Client's express written consent.

2.4 REPRODUCTION RIGHTS. Client also acknowledges and agrees that Guide Studio retains all reproduction rights to the Instruments of Service and waives the right to challenge the validity of Guide Studio's ownership and reproduction rights to the Instruments of Service. Client further acknowledges that the Instruments of Service may not be used or produced in any form by Client or any third party engaged by Client, other than those uses expressly identified and included in the Project description set forth above or within the Project Proposal, without the prior written consent of Guide Studio.

2.5 INSTRUMENTS OF SERVICE CREDIT. Guide Studio reserves the right to require Client to include a credit line with any editorial use of the Work Product. Guide Studio further reserves the right, in its sole discretion, to prohibit Client from attributing any credit to Guide Studio, in any form, in any editorial use of the Work Product. When required by Guide Studio, the credit line shall be in the following form: © Guide Studio, Inc. 20___. Client further agrees to employ best efforts to protect Work Product produced under this Engagement Letter from unauthorized duplication, reproduction and/or alteration.

2.6 THIRD PARTY SOFTWARE AND IMAGE LICENSES. Third party software and image licenses are generally non-transferable. If Client wishes to create any derivative works or reprint any Work Product for any use other than the Project described and delivered by Guide Studio, without using Guide Studio, they may do so, however, Client is responsible for purchasing the license to any fonts, photos, illustrations, other images or software that may be used, as required by the product developer.

3.0 SIGNAGE DESIGN & WAYFINDING SERVICES

3.1 DESIGNER'S RESPONSIBILITY. Guide Studio shall design and recommend items required for a signage and wayfinding Project that may include specifications for materials and construction details. However, it is understood by the Client that the Designer is not a licensed engineer or architect, and that responsibility for the interpretation of design drawings and design and engineering of all work performed under this contract to yield an effective and safe product is the responsibility of the Client's architect, engineer and/or Sign Contractor.



3.2 CODE COMPLIANCE. Guide Studio may provide Client with signage and wayfinding solutions that require compliance with the Americans with Disabilities Act (ADA), Manual for Uniform Traffic Control Devices (MUTCD), Building Codes including Fire Safety, and local Zoning Codes. The Client understands that the requirements of these rules, codes, ordinances, and regulations, etc. may be subject to various and contradictory interpretations. Guide Studio will therefore employ its reasonable and professional efforts and judgment to interpret applicable requirements of federal, state and local rules, codes, ordinances and regulations as they apply to the project. Guide Studio, however, cannot and does not warrant or guarantee that the Project will comply with all interpretations of the requirements of these rules, codes, ordinances, and regulations, etc. as they apply to the project.

3.3 DESIGN INTENT. Guide Studio may provide Client with Design Intent Drawings. The graphic design requirements shown by the details on the sign type drawing documents are for design intent only and intended to establish basic dimensions of units or modules, profiles and sight lines of members, and appearance. They are not intended for fabrication reference, and therefore, may not be provided to a Sign Contractor without Guide Studio's express written consent and/or involvement in the fabrication phase of the Project.

3.4 SIGN CONTRACTOR'S RESPONSIBILITIES. The Sign Contractor shall supplement the general design shown with detailed shop drawings for the Owner's/Construction Manager/Designers approval. The shop drawings shall include major aspects of the system proposed, such as sections, shapes and connections of components and joints, how temperature movement is handled, venting, and anchorage to structure or ground. Guide Studio's review of shop drawings provided by the Sign Contractor is only for conformance with the design concept of the Project and compliance with the information given in the Design Intent Documents. Review of a specific item shall not include review of an assembly of which the item is a component. The Contractor is responsible for: dimensions to be confirmed and correlated at the job-site; information that pertains solely to the fabrication processes or the means, methods, techniques, sequences and procedures of construction; coordination of the Work with that of all other trades and performing the Work in a safe and satisfactory manner. Corrections or comments made on the shop drawings during this review do not relieve the contractor from compliance with the requirements of the plans and specifications.

3.5 COSTS OF FABRICATION. Unless the Project Proposal describes the services as "Design-Build", the client shall contract and pay directly for implementation services such as fabrication or installation. The designer shall not be held responsible for the quality or timeliness of the fabricator's work, whether or not the designer assists the client in the evaluating, selecting or monitoring of the fabricator or installer.

4.0 TERMINATION OR SUSPENSION

4.1 TERMINATION. Either party can terminate this Engagement Letter or a Project by providing to the other party fifteen (15) days notice in writing. If Client should decide to terminate then it would owe Guide Studio a pro-rated amount of the fee due for the Project phase in which work is authorized, at the end of the fifteen (15) days notice plus all actual expenses incurred at that same date. If Guide Studio should decide to terminate it would provide Client with a report and design plans developed up to the point of termination, for the Project phase in which work is authorized, and Guide Studio would be paid a pro-rated fee at the date of its termination letter plus all actual expenses incurred as of the date of such letter.

4.2 SUSPENSION. If any Project is suspended in whole or in part or delayed for 12 weeks or more by Client, Guide Studio reserves the right to renegotiate the fee to reflect any changes in hourly rates, expenses or Project Scope. In the case of Project suspension, Guide Studio shall be paid for all services performed and reimbursable expenses extended to that date.



5.0 LIMITATIONS OF LIABILITY

5.1 LIMITATIONS OF LIABILITY. Guide Studio hereby disclaims any and all implied warranties of merchantability and/or warranties of fitness for a particular purpose. In no event shall Guide Studio be liable to any person or entity for any consequential and/or incidental damages. The Client agrees to limit the liability of the Guide Studio to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of Guide Studio to the Client shall not exceed the Guide Studio's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

5.2 WAIVER OF CONSEQUENTIAL DAMAGES. Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither the Client nor Guide Studio shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Engagement Letter. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred from any cause of action whatsoever.

6.0 CLAIMS OR DISPUTES

6.1 DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the process of the Project or following the completion of the Project, the Client and Guide Studio agree that all disputes between them and arising out of or relating to this Engagement or the Project shall be submitted to mediation unless the parties agree otherwise.

7.0 INSURANCE

Guide Studio shall, during the performance of the Agreement, keep in force statutory Workers Compensation Insurance plus Comprehensive General Liability and Automobile Liability Insurance with a combined single limit of \$1,000,000 policy aggregate for bodily injury and property damage, plus Professional Liability (errors and omissions) Insurance with an aggregate limit of \$1,000,000.

8.0 MISCELLANEOUS

(a) In the event of any inconsistency or discrepancy between this Engagement Letter Agreement and the Quote attached hereto as Exhibit A and incorporated herein by reference, the terms and conditions of this Engagement Letter Agreement shall be controlling.

(b) This Agreement shall be governed by Ohio law. In the event that any dispute arising between the parties cannot be resolved in mediation, the parties may attempt to resolve their dispute in any court of competent jurisdiction located in Franklin County, Ohio. (Which of the 3 counties?)

(c) This Engagement Letter Agreement may be signed in counterparts and such counterparts, considered together, shall constitute one and the same binding contract. Electronic and facsimile signatures shall be considered original signatures for purposes of this Engagement Letter Agreement.



SUMMARY

If you have any questions regarding any of these above terms and conditions, or if you ever have questions or complaints to make about our statements or services, please call me so we may resolve these matters. It is our desire to provide you with prompt and efficient services in this or any other matter for which you may engage us.

Again, we thank you for your consideration of our firm and we look forward to working with you toward a satisfactory completion of the Project. You may indicate acceptance of the foregoing by signing a copy of this Engagement Letter and returning it to Guide Studio, Inc.

Respectfully submitted,

Guide Studio, Inc.

6 March 2019

Cathy Fromet, President

Date

Approved and Accepted by

Signature and Title of Authorizing Party

Date

Formal Company Name

Business Type

Tax ID

Attachment: EL_DRAFT_City of Reynoldsburg (Branding & Marketing Contract)

EXHIBIT B

Research & Brand Strategy Development



BRAND STRATEGY SERVICES

Brand Strategy is a long-term plan for the development and implementation of a brand in order to achieve specific goals. A brand strategy uncovers your brand promise by leveraging the characteristics, features and distinct advantages that connect the City of Reynoldsburg (“City”, your place/organization) to your audience’s expectations.

Research

- **Initial Meeting with the Client Team*:** To establish priorities, define the work plan and Phase 1 timeline, set benchmarks, define the working relationships, and identify the appropriate public and/or internal communication process. We will determine the approach to gathering both qualitative and quantitative data and learn about challenges as you see them that will guide our Phase 1 work.
- **Existing Plans, Studies, Research, Data, Existing Brand Review:** We will request any existing research, studies, strategic plans procured or developed for your organization to be reviewed and analyzed to inform the discovery sessions as well as the ultimate recommendations.

*Client Team is one to two people who will act as the project managers on the client side.

Discovery

We will ask you to form a Steering Committee comprised of 8-10 people who will be responsible for advising the process, making decisions and advocating for the determined solution.

- **Discovery Session with Steering Committee:** The consulting team will facilitate one Discovery Workshop with the selected Steering Committee representatives. Sessions are typically 2 hours.
- **Discovery Workshop with Community Stakeholders:** The consulting team will facilitate up to two Discovery Workshops with a cultivated (invite only) group of stakeholders (recommend 25+ participants). This intensive group workshops further verifies the brand story and fills in the gaps that quantitative research can’t provide. Workshops may be 2-3 hours.
- **Signage Challenges and Experience Perceptions Interview** – conduct a focused 1 hour meeting with you and select community stakeholders to discuss issues related to signage and placemaking. (Note, this meeting may occur during visit to present Brand Identity Conceptual Design)
- **Online surveys:** We may conduct online surveys that will provide information and support to ideas and conclusions that may have been drawn before and after the Discovery Workshops.

Brand Platform

Key findings from the work conducted in Phase 1 will be summarized and documented in the Brand Platform. From this information, key themes and commonalities on the outreach and research will be highlighted, including:

- **Key Findings:** We will craft a written narrative of the research and data collected during this initial activity. Furthermore, key themes for your organization will be highlighted. This may also include:
 - Discovery Session outcomes
 - Audit, Survey and Interview results
 - Perceptions, Opportunities and Challenges uncovered
 - Target Audience/Persona Definitions
 - Distinct Advantage/Value Propositions Definitions

PROJECT SCOPE & APPROACH

Branding, Marketing & Signage | Reynoldsburg, OH

EXHIBIT B

Other components of an effective Brand Platform may include, but are not limited to:

- **Brand Positioning** is how you position the City amongst your stakeholders, visitors and peers; this includes a cohesive statement as well as identification and articulation of Target Audiences, Distinct Advantages, Products/Services and End Benefits.
- **Personality** is the personification of your brand that helps influences internal and external communications, brand voice and City culture.
- **Character/Image Study** is the visualization (moodboards) that help translate the Brand Platform into the visual components of your brand.

The **Brand Platform** will guide all decisions in the creative process of building your brand and establishing an implementation plan. This document will also define the general parameters for how and where the visual brand elements will be used in communications.

Project Approach — Brand Identity Design

BRAND IDENTITY DEVELOPMENT SERVICES

We utilize the Brand Platform to provide a foundation for which the visual representation of your Brand and its core components will be refined/designed and developed.

Brand Identity Design

- **Brand Identity:** Conceptual design includes 3–5 identity options. At our discretion, with each concept, we will share examples of the brand in action— the brand look and feel may be applied to select applications such as a business card, stationery, social media skins, etc.
- **Brand Elements:** Including font and color palettes, image styles and other distinguishing elements.

Identity Development & Refinement

- **Brand Identity Design Revisions/Refinement:** Once a concept is selected, we include up to two rounds of revisions/refinement to the Brand Identity Design and will provide artwork in the necessary electronic versions to accommodate multi-purpose applications.
- **Targeted Key Messages** are high-level statements that articulate the most relevant information to each of your specific audience groups. This tool is a cornerstone for public facing communication. Key Messages will be further demonstrated with examples of various applications, such as web copy, digital ads, newsletter headlines and social media, among others. These will be presented through example layouts so you may see how both your messaging and brand identity is translating into communication materials.
- **Brand Application Concepts:** Conceptualize how the new Brand Identity will be translated visually to the following elements:
 - Facility Identification Signs Concept (Park and/or City Building)
 - Street Banner Concept
 - Home Page Sample
 - Business Card and Stationery
 - Vehicle Graphic



PROJECT SCOPE & APPROACH

Branding, Marketing & Signage | Reynoldsburg, OH

EXHIBIT B

Protect & Share

Brand Guidelines document key elements of the brand platform, visual and verbal brand identity to support desired uses, avenues and expectations for sharing the identity with interested parties .

- **Brand Guidelines:** Once the look of the brand visual package has been approved, our team will create Brand Guidelines. These guidelines provide detailed documentation of the brand platform as well as correct and incorrect uses of the brand, its various applications and styles. It also includes directions on color palettes, imagery use, typography and tonality guidelines with samples.
 - This document will be provided to the client as a digital file (pdf). The Brand Guidelines will be one of the most important deliverables; because the brand will be used widely by various departments and programs, consistency of visual identity and messaging is critical to success. The Brand Guidelines will be presented via on-line meeting software—GoTo Meeting.
- **Brand Guidelines Revisions/Refinement:** We include up to two (2) rounds of revisions/refinement to the Brand Guidelines. The final document will be provided as an electronic (pdf).

Place Identity in the Public Realm — Design Development

- **Sign Design** - Based on the concept designs shared during the development of the Brand Identity, we will design and develop the following sign types for an initial implementation of signage that represents Reynoldsburg's new brand. The client team is responsible providing content/information for inclusion on the signs and for selecting the locations for initial implementation. Budget numbers for fabrication and installation will be provided during Schematic Design and revised prior to completeing bid documents.
 - City Facility Sign
 - City Park Entry Sign
 - City Park Instructional/Information Sign
 - Street Sign embellishment
- **Banner Program Design** - Based on the concept designs shared during the development of the Brand Identity, we will further develop the street banner program. The client team is responsible for selecting the locations for initial implementation. Budget numbers for fabrication and installation will be provided during Schematic Design and revised prior to completeing bid documents.
- **Design Development Process** includes multiple levels to explore, review and verify the Design Intent of the Sign and Banner Program: Schematic Design (30%) understand scale and how the entire family of signs looks and works together, Design Development* (60%) explore the details of materials and construction methods, Bid Documents (100%) finalize details and instructions to ensure that the program will be built (by others) as specified.

* After Design Development has been reviewed and approved, this presentation is typically appropriate for local Architectural Review Boards or Planning Commissions for the approval of the Wayfinding Program.

PROJECT SCOPE & APPROACH

Branding, Marketing & Signage | Reynoldsburg, OH

EXHIBIT B

Project Approach — Implementation Plan



BRAND IMPLEMENTATION PLANNING SERVICES

We will work with the City to get your new Brand out into the world on the right foot. Whether it's with a simple reveal, a full brand launch and/or an effort to educate and recruit Brand Champions, we will show you how to start using your brand so it can begin working for you.

Implementation Strategy

This process will establish the short-term objectives within a long-term vision and map out a step-by-step guide to launch the new brand. We will recommend marketing and communication strategy and tactics for continued awareness building beyond the initial launch.

- **Implementation Workshop:** We will conduct a working session with the Client Team to discuss roll-out of the new brand and how staff and individual programs may adopt and champion this system. The outcome of this meeting will be an action plan that addresses brand launch, ongoing communications (awareness building) and establishing the rebrand through all your materials and touch points.
- **Implementation Plan:** Develop an Implementation Plan that identifies key strategies and detailed tactical recommendations for brand launch and first year or two of communication management. This will include timeline and budgets for a comprehensive picture of the next steps.
 - This also includes recommendations for timing and associated costs for changing the brand on your communications materials beyond the initial development of the Communications Materials (below).

Basic Brand Launch Kit (included, no additional cost)

To help you get the new brand off the ground and on the right foot, we are including the following tools to help you launch the new brand.

- **Standard Communication Templates:** Includes business card template, letterhead and PPT template. Artwork as InDesign and Power Point files will be provided.
- **Social Media Skins:** Working with you to identify up to 3 social media platforms that will be most utilized by your key audiences, we will provide the appropriate new brand launch imagery to be featured on these pages.
- **Press Release:** Using Key Messages developed during the Brand Strategy process, we will write your initial new Brand Press Release.

>> end of Branding, Marketing & Signage foundational scope <<

REVISED TIMELINE

Branding, Marketing & Signage | Reynoldsburg, OH

EXHIBIT B

Project Timeline

WEEK 1-3	• Initial meeting with client team • Internal project & Discovery Workshop preparation • Review of existing research, plans, etc. • Deploy pre-workshop survey
WEEK 3-4	• Discovery Workshops (1-1.5 days on-site)
WEEK 4-7	• Develop key findings report from research review, survey and Discovery sessions • Develop Brand Platform Strategy • Presentation of the DRAFT Brand Platform to Steering Committee
WEEK 7-9	• Deploy broad reach online survey — testing themes and concepts • Finalize Brand Platform
WEEK 9-12	• Conceptual Brand Identity Development • Present Brand Identity Concepts to Steering Committee/Client Team • Re-group with Client Team for conceptual feedback
2 WEEK BUFFER	• Conceptual Design Feedback/Revision period
WEEK 14-18	• Selected Brand Identity Refinement • Develop Brand Application Concepts and Key Message Development • Design Development Presentation to City Council* • Delivery of Production-Ready Logo Artwork,
WEEK 18-22	• Implementation Workshop via On-site Meeting* • Development of Brand Guidelines • Develop Sign and Banner Designs • Share DRAFT of Implementation Plan with Client Team • Refine and revise Implementation Plan • Delivery of Implementation/Launch Plan. Share DRAFT of Brand Guidelines* • Present Developed Sign and Banner System Design* * Meetings can occur same day
WEEK 22-26	• Basic Brand Launch Kit Development • Bid Documents for Signs and Banners • Delivery of Templates, Brand Guidelines and Sign and Banner Bid Documents



Andrew Bowsher
City of Reynoldsburg
7232 East Main Street
Reynoldsburg
OH 43068
USA

Guide Studio, Inc.
13110 Shaker Square, Suite 101
Cleveland, OH 44120

Quoted By: Cathy Fromet

EXHIBIT A

QUOTE DATE
03/08/2019

QUOTE TOTAL
50,000.00

VALID TO
05/07/2019

EXHIBIT A: Branding, Marketing & Signage

INTRODUCTION

I appreciate the confidence that you have expressed in Guide Studio, Inc. (GS) ("Consultant") by asking us to assist the City of Reynoldsburg, OH ("Client"), in the development of a Branding, Marketing and Signage Initiative ("Assignment" or "Project"). The purpose of this Proposal is to set forth the terms of our engagement, to identify the services you may expect to receive and to establish the manner by which Guide Studio will be compensated for services rendered.

PROJECT SCOPE

1. Guide Studio will develop a community brand strategy, brand identity, and marketing plan for the City of Reynoldsburg:
2. The scope of work for a Community Brand Strategy includes Stakeholder Engagement, Community Survey, and Brand Platform
3. The scope of work for a Community Brand Identity includes: Identity Design, Key Messages, Brand Guidelines, and Place Identity in the Public Realm
4. The scope of work for Implementation Deliverables includes: Brand & Marketing Implementation Plan, Brand Launch Kit
5. This work may be completed within 24-26 weeks of contract signature.

PROJECT APPROACH

See attached Exhibit B Project Approach

PROJECT PARAMETERS

We expect to deliver this work within the context outlined below:

Project Timelines

We establish timelines with project milestone dates at the beginning of the project. These milestone dates are for review feedback, presentations, and/or meetings, and are set early to ensure all parties have proper notice for review time and attendance to presentations/meetings.

- Milestone meetings that need to be rescheduled within two weeks of the original date should not affect project timelines. However, milestones that are pushed back by the client team more than 3 weeks may push back the project schedule by 4-6 weeks back depending on Guide Studio's Active Project schedules.
- If a project is pushed back more than 2 months, additional time and service fees to manage the project back on track will be required.

Project Review and Feedback

Review and feedback from the Client Team and Steering Committee/Approval Entity are required throughout the project.

This feedback is critical for the development of the project but it can be difficult to decipher the desired direction when each Steering Committee member presents feedback separately.

- Rounds of revisions considered in scope are documented within the Project Approach. A round of revisions is defined as any change or update requested by the Client or the Client's representative.
- We require that comments/feedback from the Steering Committee/Approval Entity be consolidated by the Client Team to minimize the time spent on multiple rounds of revisions.
- The Client Team (with support from Guide) is responsible for approving the final direction based on the comments/feedback presented by the Steering Committee.
- Any revisions and requests for changes made after sign-off will be considered out-of-scope and a Change Order will be submitted prior to completing work. Additional revisions billed hourly.

Approvals

- Sign-off on work completed/approved direction of current Phase is required for all work to move into a new Phase.

		AMOUNT
Professional Fees		
Phase 1 Brand Strategy Services		14,500.00
Phase 2 Identity Design & Place Identity Design		30,500.00
Phase 3 Brand Implementation Planning		8,500.00
Basic Brand Launch Kit	3,500.00	- 3,500.00
Subtotal		50,000.00
Tax		Tax Exempt
Total USD\$		50,000.00

Terms:

DEPOSIT

Upon approval of this Proposal, we will send an invoice for a deposit typically requested for the start of projects.
[\$5,000.00]

INVOICING

The project schedule indicates that this work will take **(6) months** to complete. Invoices will be submitted over the course of **5 months** in monthly installment payments of approximately **\$9,000**. If the project extends to **7 months**, we will split the final payment. Invoices are due upon receipt.

REIMBURSABLE EXPENSES (Included)

In-house reimbursable expenses such as travel expenses, mileage, digital outputs (color), digital output (b/w), large format output (color), presentation materials, CDs, scans, postage/couriers, and other incurred costs are included in the total fee.

Acceptance

Signed: _____ Date: _____

Parks & Recreation Dept.**Donna Bauman****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6879 Phone****ORDINANCE REQUEST**

DATE: April 8, 2019

TO: Development, Parks and Recreation Committee

RE: Ordinance Authorizing the Mayor to Enter into Contract with EMH&T for the Engineering, Plans, Advertising, and to Prepare Bid Documents for JFK Park Improvements and Appropriating Funds Therefore.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
---------------------------	-----------------------	----------------------------

Authorize Mayor to enter into contract with EMH&T , 5500 New Albany Rd., Columbus, OH 43054, for engineering, plans, prepare bid document, supply bid documents for distribution, advertise for bids, and preparation of bid tabs, surveying, and electrical design fee for JFK Park Improvements.

Proposed improvements to JFK Park are as follows:

New Playground Structure(s)

Poured Playground Surface

Concession and Restroom Facility

Request appropriation of \$74,369.00 from the unappropriated CIP Fund 410 to account number 410.000.0172.5639, JFK Park Improvements.



Engineers, Surveyors, Planners, Scientists

March 11, 2019

Ms. Donna Bauman
 Director of Parks and Recreation
 City of Reynoldsburg
 7232 East Main Street
 Reynoldsburg, OH 43068

Subject: JFK Park Improvements
 Proposal for Survey, Landscape Architecture, Design, and Bidding Services

Dear Ms. Bauman,

EMH&T is pleased to present a proposal for survey, landscape architecture, detailed engineering, and bidding services for the JFK Park restroom/concession facility and new playground. This improvement was identified on the City's 2018-2022 Capital Improvement Plan with a total park budget of \$800,000. We understand that the park improvements will include the following:

- Demolition / removal of the existing concession building, restroom building, and playground equipment.
- The preparation of a master plan specific to the activity areas directly surrounding a new combined restroom / concession building and playground, and their direct relationships to parking and pedestrian circulation and walking paths.
- New playground equipment with accessible surface material.
 - This playground is intended to serve as an inclusive play space that is ADA compliant and containing swings, elevated play opportunities, ground level play features and surfacing designed for those with cognitive and physical limitations.
- A new combined restroom / concession facility will be located in place of the existing concession facility. It is the City's intent that this facility be a precast structure similar to the one pictured below. This facility will have two or three stalls in each (men and women) restroom and approximately 240 SF of concession space with a roll-up window.



Easi-Set Precast Building: Model 2430

- EMH&T will evaluate the existing sanitary sewer and water services in the park to determine their suitability in serving this new facility. Based on preliminary evaluations, it appears as though sanitary service is readily available, but we are unsure if the existing

water service is large enough to serve this facility. We will evaluate this in design and, if necessary, prepare plans and details for an upgraded water service. Tapping / capacity fees are not included in this proposal.

- EMH&T will consult with an electrical engineer to evaluate the power service to the existing concession building. We will determine if any upgrades or replacement equipment is necessary and include it in the design of these improvements

SCOPE OF SERVICES

EMH&T will provide surveying, engineering, and bidding services necessary to prepare construction plans and specifications these improvements. The scope of services will include:

1. Survey – Horizontal and vertical control will be established for a basis of design and construction. Topography necessary for the design will be acquired within the park property. Survey will be obtained on the State Plane Coordinate System and NAVD 88 vertical datum.
2. Detailed Engineering and Landscape Architecture
 - a. Review of existing site conditions, Record Plans, and GIS information.
 - b. Creation of an electronic base map that is developed using topographic survey, GIS, record plan, and OUPS data.
 - c. EMH&T will prepare civil / site plan sheets for this improvement to include:
 - i. Demolition Plan
 - ii. Site Plan
 - iii. Grading Plan
 - iv. Site Utility Plan
 - v. Sedimentation and Erosion Control Plan
 - vi. Building Details
 - vii. Water and Sewer Service Details
 - viii. Electrical Service Connection Details
 - ix. Other Miscellaneous Specifications and Details
 - d. EMH&T will prepare a landscape architectural sheet set for this improvement to include:
 - i. Meeting with park and maintenance staff to understand the level of play feature design intent, identify preferences and evaluate long-term maintenance implications
 - ii. Coordination with a selected manufacturer to develop an inclusive playground with richness in play opportunities and challenge accounting for 2-5 year and 5-12 year age groups
 - iii. Prepare concept alternatives for design consideration which will include images and sketches to assist in the development of the design character
 - iv. Refine and develop a single concept upon staff approval which will include an opinion of probable cost
 - v. Prepare a document set to be included in the civil / site plan set and suitable for bidding and construction
 - vi. Provide playground, planting and other miscellaneous details and specification
 - e. Submittals – EMH&T will prepare submittals at the 50%, 90%, and 100% design stage for coordination with the City, utility companies, and any other project stakeholders identified by the City. The submittals will include progress plan sets and opinions of probable construction cost.
 - f. The site and grading plan will focus on the area of the playground and building replacement. Any short stretches of sidewalk or path that are necessary to provide ADA accessibility between the parking lot, restroom, and playground facility will be included in the final design. It is anticipated that existing drainage patterns will be maintained and that only minor grading and storm sewer are included in this scope.

- g. EMH&T will coordinate with a precast building manufacturer and include their building details and specifications into the plan set. All building and structural design will be the responsibility of the building supplier.
 - h. Since the park lies within the 100-year floodplain, EMH&T will prepare a City of Reynoldsburg Floodplain Construction Permit and submit it to the City's Floodplain Coordinator for review and approval.
 - i. Based on our current understanding of the project requirements, we are assuming that no other floodplain coordination is necessary to place this concession / restroom facility in the floodplain. Coordination with and submittals to the Federal Emergency Management Agency (FEMA) are not included in this scope.
 - ii. EMH&T will coordinate with the building supplier to ensure that the building includes a venting system to allow floodwater to pass through the building in the event of a flood.
 - i. EMH&T will evaluate the existing water service to determine if it needs to be upgraded to support the new facility. If it is determined to be insufficient, a new service will be extended from the existing 6-in main located to the south (just north of Police Station).
 - j. EMH&T will coordinate with an electrical engineer to evaluate the power service and distribution at the existing concession facility. They will determine what upgrades, if any, need to be made to ensure that the new facility has sufficient power and to ensure that the existing lighting circuit remains in service.
3. Bidding
- a. We will prepare the bidding documents and plan sets necessary to conduct public bidding for the construction of the improvement. It is assumed that we will provide 15 copies of the bid documents to the City. Tasks to be completed in conjunction with the bidding phase will include:
 - i. Bid document preparation
 - ii. Advertisement preparation
 - iii. Issuance of addenda, if necessary
 - iv. Bid tabulation
 - v. Review of bids and formal recommendation of award

The Scope of Services does not include the following items:

1. Construction management or inspection services – a follow-on proposal for these services will be submitted after bidding.
2. Geotechnical engineering / subsurface evaluations
3. Environmental permitting
4. Floodplain studies and evaluations
5. Permit fees

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Notice to Proceed. Upon receiving authorization, we will develop a detailed project schedule and conduct a kick-off meeting with the City.

FEE

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown in the table, below, without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

Description of Service/Task	Fee
Surveying	\$4,055
Detailed Engineering	\$30,780
Electrical Design Fee (Subconsultant)	\$5,000
Landscape Architecture	\$30,018
Bidding	\$4,416
TOTAL FEE	\$74,369

These fees will not be exceeded without prior authorization from the City of Reynoldsburg. Should this scope increase to incorporate additional improvements, additional fees may be necessary to cover the cost of professional services.

Invoices will be submitted monthly and EMH&T services will be billed according to our contracted rate schedule.

If this description and estimated fee meet your approval, please authorize with your signature below. Please contact me at (614) 775-4555 if you have any questions.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON, & TILTON, INC.

Ryan M. Andrews, PE

Acceptance and Authorization to Proceed:

APPROVED – CITY OF REYNOLDSBURG, OHIO

Authorized Signature

PO Number

Print Name/Date

Attachment: Preliminary Opinions of Probable Cost

Attachment: Proposal -JFK Park 3.11.19 (JFK Park Improvements)



OPINION OF PROBABLE CONSTRUCTION COST
CITY OF REYNOLDSBURG, OHIO
PARK IMPROVEMENT PROJECT
FOR
JFK PARK
5-Mar-19

Ref	Spec	Item No.	Description	Quantity	Units	Unit Cost	Item Cost
1	CMSC	201	Clearing and Grubbing	1	L.S.	\$5,000.00	\$5,000.00
2	CMSC	202	Demolition of Existing Concession Building	1	L.S.	\$12,000.00	\$12,000.00
3	CMSC	202	Demolition of Existing Restroom Building	1	L.S.	\$8,000.00	\$8,000.00
4	CMSC	202	Demolition of Existing Playground Equipment	1	L.S.	\$5,000.00	\$5,000.00
5	CMSC	207	Sedimentation and Erosion Control	1	L.S.	\$2,500.00	\$2,500.00
6		SPEC	Site Work (Trails, Grading, Minor Drainage, Seeding/Restoration, etc.)	1	L.S.	\$25,000.00	\$25,000.00
7		SPEC	Water and Sewer Service to New Concession/Restroom	1	L.S.	\$25,000.00	\$25,000.00
8		SPEC	Electrical Service Connection and Upgrades for New Concession/Restroom	1	L.S.	\$15,000.00	\$15,000.00
9		SPEC	Concession and Restroom Facility (Easi-Set 2430, or Similar)	1	L.S.	\$275,000.00	\$275,000.00
10		SPEC	Poured Playground Surface	1	L.S.	\$50,000.00	\$50,000.00
11		SPEC	New Playground Structure(s)	1	L.S.	\$225,000.00	\$225,000.00

CONSTRUCTION SUBTOTAL = **\$647,500.00**

CONTINGENCY (5%) = \$32,375.00

OPINION OF PROBABLE CONSTRUCTION COST = **\$679,875.00**

SURVEY, ENGINEERING AND BIDDING = \$74,369.00

CONSTRUCTION SERVICES (8%) = \$51,800.00

OPINION OF PROBABLE PROJECT COST = **\$806,044.00**

City's 2019 CIP Included \$800,000 for JFK Park

PREPARED BY: RMA

CHECKED BY: N/A

CHECKED DATE: 3/5/19

Police Department**David Plesich****7240 E. Main Street****Reynoldsburg OHIO 43068****614-322-6947 Phone****ORDINANCE REQUEST****DATE: April 8, 2019****TO: Public Safety, Law and Courts Committee****RE: Ordinance Authorizing Mayor to Purchase a 2019 Ford Transit T-250 and Related Equipment for the Reynoldsburg Police Department.**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
---------------------------	-----------------------	----------------------------

Equipment is no longer safe or meets the needs of the operation.

Requesting permission to purchase a 2019 Ford Transit T-250 van to replace the existing 1994 van (Vin # 1FBHE31YORHB84059) with a current mileage of 74,305.

The total cost replacement to include up-fitting the vehicle is \$50,000 which was approved in the 2019 budget. Pursuant to CRC Section 8.04(c) competitive bidding be suspended.

New Vehicle Vendor: **Coughlin Automotive LLC**

Address: 9000 E Broad St, Pataskala, OH 43062

Vehicle Cost: \$32,750.00

Up-fitting

Various Vendors (REM, Kustom Signals) already on state bid and utilized by the city.

\$17,250.00

Reynoldsburg Division of Police

Request to Purchase (2019)

All purchases must be approved by the Chief of Police **PRIOR** to ordering

Account #: _____ Sub Account: _____ Balance in the Account: _____

Budget Item: ☒ Yes ☐ No Approved to Order: _____ Date: _____

Quantity	Description	Size	Order #	Unit Price	Total
1	2019 Ford Transit T-250				32,750.00
1	Equipment and up-fitting				17,250.00
				Shipping Cost	
				Total Cost	50,000.00

Replace current SWAT van. (1995 Ford Club wagon.)
4

Vendor Information (If this is a new vendor you MUST attach a w-9 to this form)

Vendor:	Coughlin Automotive LLC
Vendor's Address: (City / State / Zip)	
Vendor's Phone #:	614-440-4005
Contact Person:	Jeff Haller
Vendor's Fax #:	

Requestor's / Approval Information

Name:	SGT J Severance	Date:	
Supervisor's Approval:		Date:	2/27/19
Chief of Police Approval:		Date:	2 28 19

Ordering Information / After action information

Date Ordered:		PO #	
Ordered By:			
Expected Date of Arrival:			
Fixed Asset Tag #:		Was Photo taken?	Location of Item:
Comments:			

Attachment: ID2375 SWAT Van (Purchase of SWAT Van)



Coughlin Automotive LLC

Jeff Haller | 614-440-4005 | jeffhaller@aol.com

10.c.a

[Fleet] 2019 Ford Transit Van (R2C) T-250 148" Med Rf 9000 GVWR Sliding RH Dr

Quote Worksheet

	MSR
Base Price	\$36,265.00
Dest Charge	\$1,495.00
Total Options	\$2,140.00
Subtotal	\$39,900.00
	\$0.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$7,150.00)
Subtotal Discount	(\$7,150.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$32,750.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$32,750.00

Dealer Signature / Date

Customer Signature / Date

Selected Model and Options

MODEL	
CODE	MODEL
R2C	2019 Ford Transit Van T-250 148" Med Rf 9000 GVWR Sliding RH Dr
	MSR \$36,265.00

COLORS	
CODE	DESCRIPTION
G1	Shadow Black
	MSR \$0.00

OPTION PACKAGE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
101A	Order Code 101A	0.00 lbs	0.00 lbs	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 7499. Data Updated: Jan 22, 2019 10:00:00 PM PST.



Coughlin Automotive LLC

Jeff Haller | 614-440-4005 | jeffhaller@aol.com

10.c.a

[Fleet] 2019 Ford Transit Van (R2C) T-250 148" Med Rf 9000 GVWR Sliding RH Dr

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
153	Front License Plate Bracket	0.00 lbs	0.00 lbs	\$0.00
17A	Fixed Rear-Door Glass	0.00 lbs	0.00 lbs	\$75.00
68J	Extended Length Running Boards -inc: Covers A-B pillar driver-side and A-C pillar passenger-side	0.00 lbs	0.00 lbs	\$655.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
43R	Reverse Sensing System	0.00 lbs	0.00 lbs	\$295.00
57G	Dr Controlled Fr/Rr Aux A/C & Heater -inc: Heat distributed from rear of front-passenger seat, A/C distributed from rear of van	19.00 lbs	17.00 lbs	\$860.00
66C	D Pillar Assist Handles -inc: (driver and passenger-side)	0.00 lbs	0.00 lbs	\$60.00
67E	Center Console Delete	0.00 lbs	0.00 lbs	\$60.00

ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
585	Radio: AM/FM Stereo w/Bluetooth -inc: (29), audio input jack, microphone and USB port	0.00 lbs	0.00 lbs	\$135.00

SEATING ARRANGEMENT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
21G	Pewter Vinyl Dual Bucket Seats -inc: 2-way manual driver seat, 2-way manual passenger seat and driver armrest (STD)	0.00 lbs	0.00 lbs	\$0.00

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
446	Transmission: 6-Speed Automatic w/OD & SelectShift -inc: auxiliary transmission oil cooler (STD)	0.00 lbs	0.00 lbs	\$0.00

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Data Version: 7499. Data Updated: Jan 22, 2019 10:00:00 PM PST.



Coughlin Automotive LLC

Jeff Haller | 614-440-4005 | jeffhaller@aol.com

10.c.a

[Fleet] 2019 Ford Transit Van (R2C) T-250 148" Med Rf 9000 GVWR Sliding RH Dr

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
99M	Engine: 3.7L Ti-VCT V6 -inc: SEIC capability (STD)	0.00 lbs	0.00 lbs	Inc.

PRIMARY PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
G1	Shadow Black	0.00 lbs	0.00 lbs	\$0.0

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
VK	Pewter, Vinyl Front Bucket Seats	0.00 lbs	0.00 lbs	\$0.0

AXLE RATIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSR
X73	3.73 Axle Ratio (STD)	0.00 lbs	0.00 lbs	\$0.0
Options Total		19.00 lbs	17.00 lbs	\$2,140.0

Attachment: ID2375 SWAT Van (Purchase of SWAT Van)

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Data Version: 7499. Data Updated: Jan 22, 2019 10:00:00 PM PST.



Attachment: ID2375 SWAT Van (Purchase of SWAT Van)

Service Department**Bill Sampson****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6884 Phone****ORDINANCE REQUEST**

DATE: **April 8, 2019**

TO: **Public Service and Transportation Committee**

RE: **ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO
CONTRACT WITH PYROTECNICO FOR THE 2019
FIREWORKS DISPLAY.**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
---------------------------	-----------------------	----------------------------

The amount of \$29,250.00, and the funding for the fireworks was included in the 2018 Service Department budget (account #5303- Community Events). Pyrotecnico is on the approved vendor list. Contract attached.

REYNOLDSBURG FIREWORKS DISPLAY CONTRACT

THIS CONTRACT AND AGREEMENT, for the sale and display of fireworks made and concluded this _____ day of _____, 2019, by and between **Pyrotecnico** of New Castle, Pennsylvania, and the **City of Reynoldsburg**, a chartered municipal corporation formed under the laws of the State of Ohio, hereinafter referred to as ("City").

WITNESSETH: For and in consideration of the mutual covenants herein contained and other valuable consideration in hand paid, receipt of which is hereby acknowledged, and of the terms and conditions hereinafter mentioned, the parties to this contract do mutually and severally agree to perform their several and respective covenants and to guarantee terms, conditions, and payments of this contract.

1. Pyrotecnico agrees to sell, furnish, and deliver unto City fireworks to be exhibited in accordance with the programs set forth in the "Proposal for City of Reynoldsburg" in which are attached hereto and incorporated by reference into this contract as if fully restated.

2. Said fireworks to be furnished for display on the following date **July 3, 2019**, provided the weather permits a display. It being mutually understood and agreed that should inclement weather prevent the presentation of said display on said date, the date of **July 4, 2019** will be the "**rain date**" of the event. It being mutually understood and agreed that should inclement weather prevent the presentation of said display on said "**rain date**", a meeting of the parties will be held to discuss the postponement date(s). It is agreed to and understood by the parties hereto that in the event the fireworks have been taken out and set up before the inclement weather and with good weather prevailing, then such exhibition of fireworks must be carried out in the safest manner without any deductions whatever from the hereinafter named compensation.

3. If, due to the occurrence of a contingency as described above, with the aforementioned dates it is in Pyrotecnico's professional opinion with a reasonable degree of certainty, impossible or impracticable to present the display at the dates and times specified, Pyrotecnico and the City will confer with a view towards reaching a mutually satisfactory postponement date. In the event that the mutually satisfactory postponement date is beyond the date following the scheduled exhibition and Pyrotecnico personnel and equipment are required to return to their original point of origin, then the City shall be obligated to pay an additional charge of 15% of the contract price for transportation and travel of material and personnel back to the display site. In the event a mutually satisfactory postponement date cannot be determined, or if once determined, that postponement date must, due to any such contingency, be likewise postponed, then and in such event the City shall have no obligation to pay the remaining balance of the sum to be paid hereunder, and the deposit previously made by the City shall be returned to the City forthwith, less any and all reasonable expenses incurred by Pyrotecnico in anticipation of presenting such display, including, but not limited to, costs associated with set-up and takedown of equipment, and transportation of materials and Pyrotecnico personnel.

4. Pyrotecnico agrees to furnish unto the City one or more trained (pyrotechnic) personnel to present the said display. The City agrees to procure and furnish a suitable place to display said fireworks, and to secure all applicable police, fire, local, state, and federal governmental permits, licenses, and approvals.

5. The City agrees to indicate that Pyrotecnico is the organization responsible for exhibiting the fireworks on the said date in all advertisements, billings, and public relations materials.

6. The City agrees to furnish to Pyrotecnico ample police and fire protection for the protection of its property and the firing of the exhibition without interference from the public.

7. The City agrees to furnish and set up restraining lines pursuant to the instructions supplied by Pyrotecnico and in compliance to all rules, orders, and regulations of the National Fire Protection Association.

8. The City agrees to furnish adequate protection and security of the exhibition grounds to preclude all individuals other than those authorized by Pyrotecnico from entering the security area. No personal property of any kind, including but not limited to motor vehicles shall be allowed within the "safe zone". Prior to, during, and immediately following the display, the City shall be solely responsible to furnish and set up restraining lines for keeping all persons (except the trained personnel and their designated help) out of the danger area and behind the safety zone lines. This paragraph does not eliminate Pyrotecnico's obligation to provide security at all times, once the fireworks are inside the City or Township.

9. The City agrees to furnish to Pyrotecnico the sum of \$29,250 (the "Contract Price") paid as follows: a. 50% of the Contract Price due upon the signing of the contract; b. the balance of the Contract Price due within ten (10) days of completion of the Fireworks exhibition. The City agrees to pay interest at the rate of 1.5% per month on any delinquent balance of the Contract Price until paid in full. Payment shall be made by certified check or otherwise as agreed by Pyrotecnico to Pyrotecnico at P.O. Box 149, New Castle, Pennsylvania 16103. Furthermore, in the event the City fails to perform its obligations and responsibilities as set forth herein and it becomes necessary for Pyrotecnico to enforce its rights by hiring an attorney, the City shall be responsible for all attorneys' fees and costs incurred by Pyrotecnico to collect said sums.

10. Pyrotecnico agrees to name the City of Reynoldsburg and Truro Township as additional insured on a Ten Million Dollar (\$10,000,000) non-waste liability insurance coverage and supply the City with evidence of said coverage.

11. The City agrees to indemnify Pyrotecnico and hold its shareholders, directors, officers, employees, agents, representatives, and insurers harmless from any and all demands, claims, causes of action, judgments or liability (including the cost of suit and reasonable costs of experts and attorneys) arising from damage to or destruction of property (including real and personal) or bodily or personal injuries (including death) whether arising in tort, contract, or otherwise, that occur directly or indirectly from (a) the gross negligence or willful misconduct of the City or its employees, agents, contractors, or representative, or (b) the failure of the City to comply with its obligations and responsibilities as set forth herein.

12. Pyrotecnico agrees to indemnify the City and hold its employees, officials, agents, representatives, and insurers harmless from any and all demands, claims, causes of action, judgments or liability (including the cost of suit and reasonable costs or experts

and attorneys) arising from damage to or destruction of property (including real and personal) or bodily or personal injuries (including death), whether arising in tort, contract, or otherwise, that occur directly or indirectly from the negligence or willful misconduct of Pyrotecnico or its employees, agents, contractors, or representatives.

13. Pyrotecnico agrees to notify Truro Township Fire Department (TTFD) immediately when the vehicle carrying the fireworks arrives in the City of Reynoldsburg. Pyrotecnico agrees to furnish a 24 hour guard, at their sole cost, with the vehicle during the time it is in the City of Reynoldsburg or Truro Township. Pyrotecnico agrees to inspection of fireworks mortar racks that are encased in wood, if deemed necessary by TTFD, then wood will be replaced with undamaged lumber. Pyrotecnico agrees to secure, fireworks mortar racks and cakes, to the ground according to specification and jurisdictional authority. Pyrotecnico agrees to furnish and employ an electronic firing system. Pyrotecnico agrees to furnish and employ protective clothing required by the Ohio Fire Code and NFPA 1123. Pyrotecnico agrees to furnish a letter to TTFD stating that all mortars to be used for the exhibition are made of approved material, of sufficient strength, length and durability to cause shells to be propelled to a safe altitude as required by Ohio Fire Code and NFPA 1123.

14. Neither party, under any circumstances, shall be entitled to recover any consequential, incidental, exemplary, special, and/or punitive damages from the other party to this agreement, including, without limitation, loss of income, business or profits.

15. In the event of fire, flood, Acts of God, or other causes beyond the control of Pyrotecnico, which prevents the delivery of said materials, the parties hereto release each other from any and all performances of the covenants herein contained and from damages resulting from the breach thereof.

16. The parties agree that in any action on or relating to the contract, that exclusive jurisdiction and venue are hereby vested in the Franklin County Court of Common Pleas, Franklin County, Columbus, Ohio.

17. If any provision of the contract is held to be illegal, invalid or otherwise unenforceable, then (a) the same shall not affect other terms or provisions of this contract and (b) such terms or provisions shall be deemed modified to the extent necessary to render such term or provision enforceable and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest extent the intent and agreements of the parties set forth herein.

18. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

19. This contract and the "Proposal for City of Reynoldsburg/Presentation Recap" constitutes the entire agreement between the parties hereto, and there are no other understandings, either oral or written, regarding to the subject matter hereof.

IN WITNESS THEREOF, the undersigned executed this contract by and through their duly authorized representatives whose names appear below.

City of Reynoldsburg

Pyrotecnico

By _____,

By _____

Bradley L. McCloud, Mayor

Print Name _____

Date _____

Date _____

Witness

Witness

This contract was prepared by and is hereby approved as to form by:

James E. Hood
Reynoldsburg City Attorney

FISCAL OFFICER'S CERTIFICATION

IN TESTIMONY WHEREOF, the said parties hereunto set their hand the day and year first written above. It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amount of \$29,250.00 required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the _____ fund free from any other previous encumbrances.

City of Reynoldsburg

Stephen M. Cicak, Auditor

Parks & Recreation Dept.**Donna Bauman****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6879 Phone****RESOLUTION REQUEST**

DATE: April 8, 2019

TO: Development, Parks and Recreation Committee

RE: A Resolution to Waive the Provision of Section 971.16 of the City's Codified Ordinances for the 2019 Reynoldsburg Farmers' Market.

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
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Requesting authorization to waive the provision for section 971.16 of the codified ordinances for the 2019 Reynoldsburg Farmers' Market to run from June 6-September 5, 2019 (Thursdays) from 4:00pm-7:00pm.

The Parks and Recreation Department would like to apply for a F-10 permit from the Ohio Department of Commerce. This permit would allow wine samples of one (1) ounce or less be sold by an A-2 or S permit holder. The F-10 permit would also allow for the sale of wine manufactured by an A-2 or S permit holder in sealed containers for consumption off the premises where the farmers market is located. The permit holder of the A-2 or S permit is required to check ID.

The F-10 permit states the following:

NO A-2 or S permit holder shall do any of the following at a farmers market:

- *sell a tasting sample in an amount that exceeds one ounce
- *sell more than one sample of each wine offered for sale to any one person
- *sell more than five (5) varieties of wine as tasting samples per day
- *sell more than four and one-half (4 1/2) liters of wine per household for off-premises consumption

Parks & Recreation Dept.

Donna Bauman

7232 E. Main Street

Reynoldsburg OHIO 43068

614-322-6879 Phone

RESOLUTION REQUEST

DATE: **April 8, 2019**

TO: **Development, Parks and Recreation Committee**

RE: A RESOLUTION TO WAIVE THE PROVISION OF SECTION 971.16
OF THE CITY’S CODIFIED ORDINANCES FOR THE 2019 TOMATO
FESTIVAL.

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
---------------------------	-----------------------	---------------

Requesting permission to waive the provision for section 971.16 of the codified ordinances for the 2019 Tomato Festival. The Beer Garden will be operational from 4pm-11pm on Thursday, August 8, 2019 from 4pm-11pm on Friday, August 9, 2019 and from Noon-11pm on Saturday, August 10, 2019. The City of Reynoldsburg Parks and Recreation Department will gather and obtain all necessary permits required, follow all training requirements and will work closely with the Reynoldsburg Police Department to assure that all security measures meet the highest standards. Attached is a map of the festival grounds at Huber Park. The committee is requesting that festival patrons be permitted to walk with-in the boundaries of the festival grounds with beer and wine. Safety fencing will be placed around the perimeter of the festival grounds. Entrance/exit signs will be clearly visible and an individual will be placed at each entrance/exit location to ensure no alcohol is leaving the festival grounds.

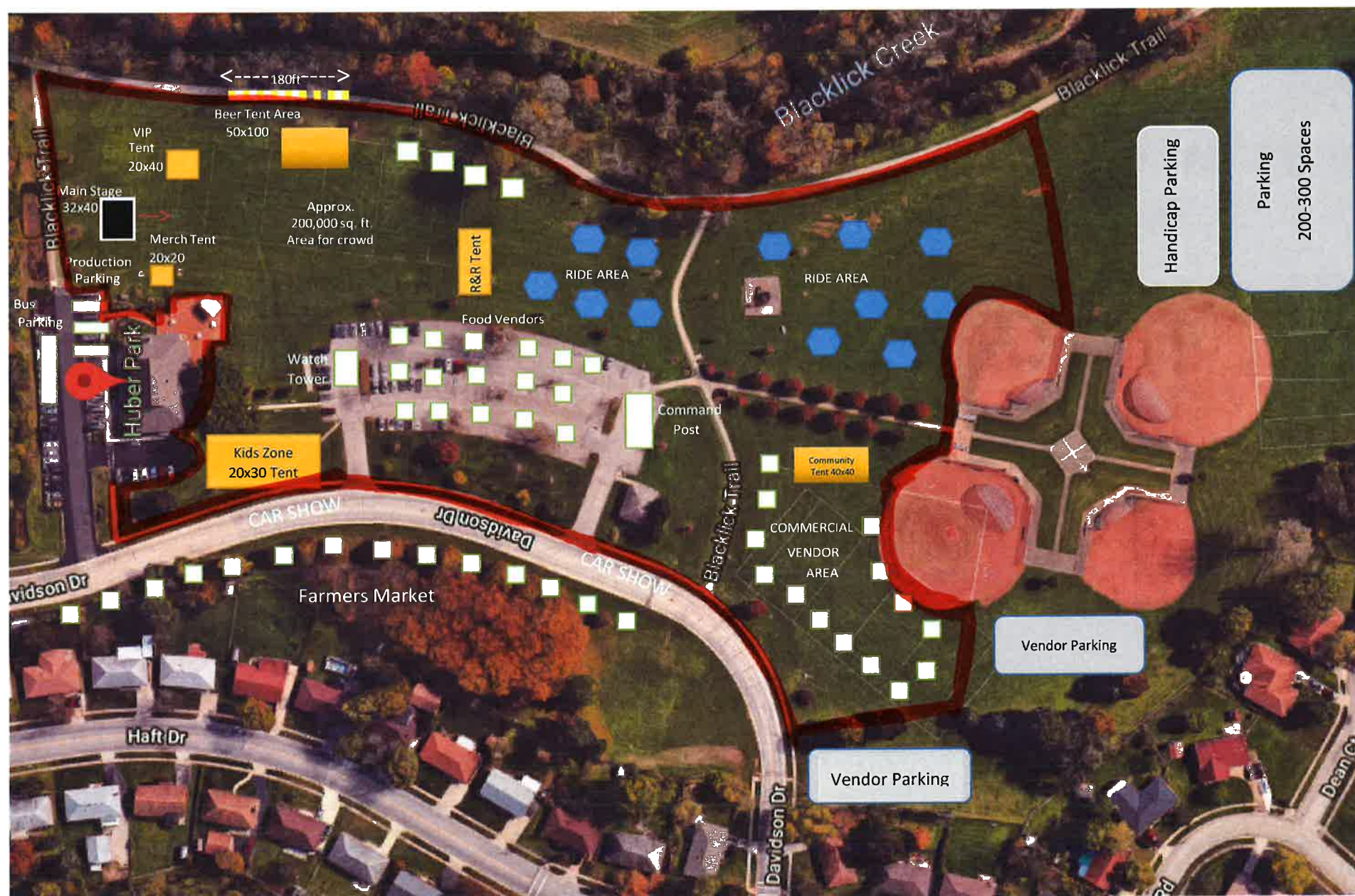
The committee has had discussion on offering a Bloody Mary Bar. If we move forward with a Bloody Mary bar, patrons will be required to consume the Bloody Mary within a contained space.

A F2 liquor permit is required by the Ohio Department of Commerce.



REYNOLDSBURG TOMATO FESTIVAL
REYNOLDSBURG, OH
HUBER PARK

11.b.a



Safety fence to be placed around the perimeter of the festival grounds @ Huber.
* Alcohol will not be permitted in the parking areas, walking path or Davidson Drive.

Attachment: 2019 Tomato Festival (Resolution to Waive the Provision of Section 971.16 for the 2019

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone****ORDINANCE REQUEST**

DATE: April 8, 2019

TO: Finance and Administration Committee

RE: ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LOGICALIS FOR THE PURCHASE OF A CISCO PHONE SYSTEM.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: To have the new phone system in place prior to expiration of our current contract.

Request authorization form the Mayor to enter into a contact with Logicalis, 1801 Superior Ave, Suite 350, Cleveland OH 44114 for the purchase of Cisco UC Core V2 phone system in the amount of \$141,243.28 and for the Cisco Unified Communication Deployment V2 in the amount of \$37,7565.25 pursuant to Chapter 175.01 (g) As an alternative to competitive bidding the Mayor may also purchase goods and/or services from, or with another political subdivision, the Ohio State Government, or the United States Government. All proposed contact under this subsection (g) must be approved by a majority of Council. Requesting passage an Emergency on the third read, as our current agreement ends in August 2019.

Amend to redraft date of 4/8 to add emergency language

Cisco Unified Communications Deployment v2

Quotation # 2019-55174v1

Prepared By Logicalis for:
City of Reynoldsburg

*To the attention of :
Sandra Boller
City of Reynoldsburg
7232 E Main St
Reynoldsburg, OH 43068-2014*

March 08, 2019

Executive Summary

The City of Reynoldsburg is requesting assistance from Logicalis with the installation and configuration of Cisco Unified Communications to replace an existing Mitel solution. As part of this project, Logicalis will install the following applications:

- Unified Communications Manager (CUCM)
- Unity Connection (CUCN)
- IM & Presence (IM&)
- Informacast paging
- Expressway Core and Edge (C & E)

This project covers the applications specified above. Any additional applications not listed will be considered out of scope for this project.

All travel related expenses will be billed as actual as part of this project.

This quotation adheres to the pricing requirements of the 533110-3 88 contract.

Pricing Summary

The following is a price summary of Logicalis' proposed solution.

Price Summary	Amount
Professional Services	\$35,756.25
Additional Charges	\$2,000.00



Logicalis offers a range of services, from helping you define and design a cloud strategy to assisting with server and storage selection for your current environment. We provide a variety of assessments and health checks, perfect for those who need help determining what the next steps are. Find out more at www.us.logicalis.com



Ask us about Logicalis Leasing Solutions—a value-added service tailored to our customers. Leasing offers strategic, operational and financial benefits that can help meet your company's goals and get your project funded. Logicalis financing experts work with more than a dozen trusted leasing partners to assist you as our valued customer. We can deliver competitive rates and flexible terms and make the leasing process easy. Learn more today at www.us.logicalis.com/solutions-and-services/logicalis-financial-services/

Cisco Unified Communications Deployment v2

Quotation # 2019-55174v1

Customer Name & Address	Logicalis Account Executive
Sandra Boller City of Reynoldsburg 7232 E Main St Reynoldsburg, OH 43068-2014	Matt Previts Logicalis 1801 Superior Avenue Suite 350 Cleveland, OH 44114 +1 2163504207 matt.previts@us.logicalis.com
Bill To Address	Ship to Address
City of Reynoldsburg 7232 E Main St Reynoldsburg, OH 43068-2014	

This Quotation adheres to the pricing requirements of the 533110 contract.

Item	Qty	Part Number	Description	Unit Price	Extended Price
Services - Fixed Fee					
1	1	PS	Project Initiation	\$17,878.13	\$17,878.13
2	1	PS	Project Completion	\$17,878.13	\$17,878.13
<i>Services Fixed Fee Subtotal</i>					\$35,756.25

Grand Total	
Services Subtotal:	\$35,756.25
Travel Expenses (estimated):	\$2,000.00
Grand Total:	\$37,756.25

Attachment: City of Reynoldsburg_Cisco Unified Communications Deployment v2_2019-55174 (Phone System)

Services Statement of Work

Communication & Network Services - Unified Communications Implementation Tasks and Activities

- 1 Plan
 - 1.1 Data Gathering
 - 1.1.1 Gather solution requirements and design for project implementation
 - 1.1.2 Collaboration manager data gathering including dial plan, class of service (CoS), user/phone spreadsheets and mobility requirements
 - 1.1.3 Unity Connections data gathering including CUCM integration
 - 1.1.4 Unified Presence and Jabber data gathering
 - 1.1.5 Collaboration edge mobile and remote access data gathering
 - 1.1.6 InformaCast paging data gathering including access and zones
 - 1.2 Implementation Planning
 - 1.2.1 Create a high-level timeline
 - 1.2.2 Define implementation details for Cisco IPT implementation
 - 1.2.3 Expressway firewall traversal design
- 2 Implement
 - 2.1 Device Staging
 - 2.1.1 Configure, update IOS and install SRST on (1) voice gateway(s)
 - 2.1.2 Provision (2) PRI's
 - 2.1.3 Scan MAC addresses and Label (150) phones for deployment
 - 2.2 Device Implementation
 - 2.2.1 Rack (1) voice gateway(s) and patch to network
 - 2.2.2 Placement of (150) IP phones including conference rooms and sidecars
 - 2.3 Collaboration Manager Implementation
 - 2.3.1 Base CUCM installation for publisher node
 - 2.3.2 CUCM installation of (1) subscriber node(s)
 - 2.3.3 CUCM configuration per implementation plan
 - 2.3.4 Import (1) user / phone groups
 - 2.4 Unity Connections Implementation
 - 2.4.1 Base CUCN installation and CUCM integration
 - 2.4.2 CUCN subscriber node installation
 - 2.4.3 CUCN configuration per implementation plan
 - 2.4.4 Import (3) subscriber groups. Maximum of 50 subscribers per group.
 - 2.4.5 Configure (3) auto attendant(s) and test
 - 2.4.6 Unified Messaging configuration and LDAP integration
 - 2.5 Cisco Instant Messenger and Presence Service Implementation
 - 2.5.1 Base CIM&P application installation and CUCM integration
 - 2.5.2 Configuration of (3) presence user groups of up to 50 Users
 - 2.5.3 Configuration of (3) Instant messaging user groups of up to 50 users
 - 2.5.4 IP phone messenger configuration
 - 2.5.5 Exchange / Outlook server configurations
 - 2.6 InformaCast Paging Implementation
 - 2.6.1 Base application installation and CUCM integration
 - 2.6.2 Configuration of (3) paging zones
- 3 Validate
 - 3.1 System Cutover
 - 3.1.1 Turn up and testing of (2) PSTN circuits
 - 3.1.2 Afterhours system cutover
 - 3.1.3 Execution of test plan following cutover
- 4 Support
 - 4.1 Knowledge Transfer

- 4.1.1 Provide (8) hours of system administrator knowledge transfer
- 4.2 Support
 - 4.2.1 Provide (8) hours of day-1 support either onsite or remote

Communication & Network Services - Video & UC Cloud

Tasks and Activities

- 1 Implement
 - 1.1 Expressway Build
 - 1.1.1 Build and apply base configuration for (1) Expressway Server(s)
 - 1.1.2 Build traversal connection between core and edge. Adjust firewall rules as needed
 - 1.1.3 With Customer's assistance, setup host and DNS SRV records

Deliverables

- Training Material
- As Built Document
- Implementation Plan
- Design Document
- Device Configuration File

Communication & Network Services Additional Information

As part of this project, 150 IP phones and a 4331 voice gateway terminating two (2) PRI's will be installed. The new UC environment will be installed into an existing virtual environment provided by the City of Reynoldsburg. Once the applications have been installed, Logicalis will begin holding design meetings with the various departments to determine the requirements for the new environment. The information gathered from these meetings will be used to configure the new UC environment.

A new SIP trunk will be configured to route calls from the CUCM to the 911 system. Logicalis will configure the SIP trunk only and will rely on the City of Reynoldsburg to complete the configurations on the 911 system and assist with all testing of this integration.

Once the environment has been installed and configured, Logicalis will place the phones on the user's desks. The City of Reynoldsburg will need to provide a map of the user locations to the Logicalis engineer(s).

Logicalis will install the Informacast paging application to allow for overhead and phone to phone paging. Once onsite, Logicalis will review the existing speaker requirements to determine the number of zone controller's needed to integrate the existing speakers with the Informacast application.

Project Management

The assigned Logicalis Project Manager will be responsible for providing the following services:

Project Management (Medium Rigor)

Planning

- Project kick-off call agenda & notes
- Project kick-off call facilitation
- Identify project team and define roles & responsibilities
- Resource Scheduling
- Project Work Breakdown Structure (WBS) & Gantt creation
- Supplemental project information management

Execution

- Product tracking, if applicable
- Project status call agenda & notes

- Weekly project status call facilitation
- Weekly project status report, consisting of:
 1. Overall Health Status
 2. Schedule, Risk & Budget Key Performance Indicator (KPI) Reporting
 3. Percentage Complete
 4. Project Phase
 5. High Level Accomplishments
 6. Current Activities / Upcoming Activities
 7. Past Due Activities
 8. Project Issues
 9. Financial & Hours Summary, applicable to T&M projects
- Resource management & allocation
- Project WBS & milestone management
- Project escalations

Monitoring & Controlling

- Project Deliverable review and delivery, as applicable
- Scope management
- Document Project Change Requests (PCRs), if applicable
- Timeline & budget monitoring
- Project performance measurement
- Risk monitoring

Closing

- Project closure call
- Project Closure and Acceptance processing

Assumptions / Customer Responsibilities

The customer will be responsible for the following deliverables:

- Provide access to all required systems
- Provide VPN access as needed
- Assist with the initial system IP design
- Ensure the virtual environment meets the required specifications listed in the appendix
- Scheduling of department resources to meet with Logicalis engineer to review system requirements
- All LAN cabling and configurations
- Ensure DMZ is in place prior to configuration of Mobile Remote Access feature
- Acquire required publicly signed certificates
- All PSTN carrier communications, if applicable

Terms and Conditions

Terms Applicable to All Sales

1. In the event Customer chooses to lease the Products and/or Services from a third party leasing company, Customer remains liable for payment to Logicalis for all Products and/or Services purchased until Logicalis receives payment from such leasing company.
2. All items not specifically included in this document are out of scope.
3. Prices are valid for 30 days from date of the document unless otherwise stated.
4. The information in this document is considered proprietary and confidential to Logicalis. By acceptance of this Quotation, Customer agrees to maintain this confidentiality and use such information for internal purposes only.

Terms Applicable for Services Sales

1. To the extent applicable, the terms of the 533110 are incorporated herein by reference. For all other terms not addressed in the previously stated contract, Logicalis Terms of Sale, found on our website at www.us.logicalis.com/tcsales apply and are incorporated herein by reference.
2. General customer responsibilities, project assumptions, change management processes, and other terms applicable to the delivery and receipt of services (as applicable to this Quotation), found at us.logicalis.com/gcr, are incorporated herein by reference.
3. Unless otherwise mutually agreed upon, reasonable travel expenses will be tracked separately and billed directly to Customer. Travel expenses will include cost incurred from travel (airfare, rental car, mileage, tolls and lodging). Meals, if any, will be billed at the per diem rate of \$65.

Quotation Acceptance

By signing below, the undersigned accepts this offer and confirms that he/she is authorized to purchase these items on behalf of Customer. This offer may be accepted by purchase order or other acknowledgement of acceptance, including, without limitation, by signing this document. Any reference to a Customer's Purchase Order or P.O. number does not indicate Logicalis' acceptance of terms and conditions referenced on/attached to any such P.O.

Accepted By:
City of Reynoldsburg

Accepted By:
Logicalis, Inc.

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

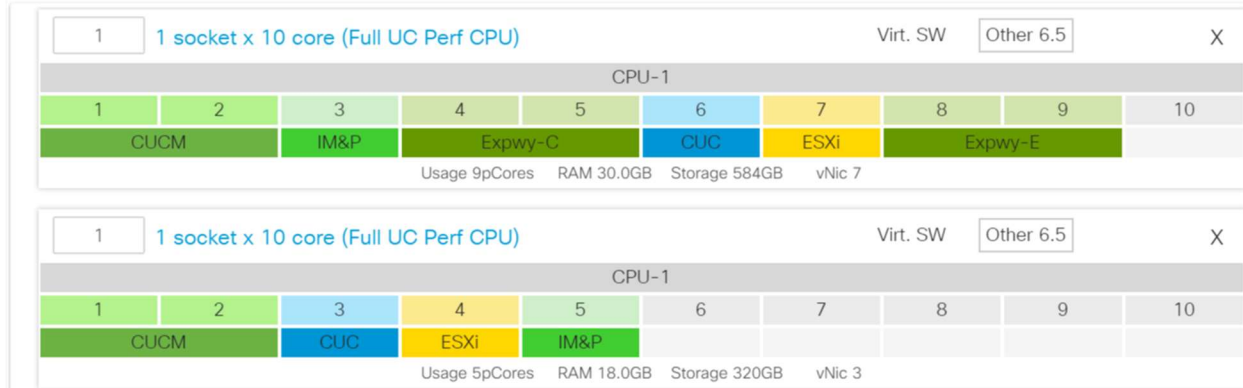
Date

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Appendix

Virtual Machine Placement Tool Output

- Server socket and core counts are for example and may not match the production environment



VM Summary by Physical Server							
Server	Server Name	Quantity					
1 socket x 10 core (Full UC Perf CPU)	1 socket x 10 core (Full UC Perf CPU)	1					
Application Short Name	Application Long Name	Release	VM Name	vCPU	vRAM	vDisk	vNIC
CUCM	Unified Communications Manager Release	12.5	CallCtrl: 1,000 users	2	6	80	1
IM&P	IM & Presence Release	12.5	1,000 users	1	4	80	1
CUC	Unity Connection Release	12.5	1,000 users	1	4	160	1
ESXi	ESXi Scheduler		ESXi	1			
Expwy-C	Cisco Expressway	X12.5	Medium Expressway-C	2	6	132	2
Expwy-E	Cisco Expressway	X12.5	Medium Expressway-E	2	6	132	2
Other 6.5	Other 6.5	6.5			4		
Server	Server Name	Quantity					
1 socket x 10 core (Full UC Perf CPU)	1 socket x 10 core (Full UC Perf CPU)	1					
Application Short Name	Application Long Name	Release	VM Name	vCPU	vRAM	vDisk	vNIC
CUCM	Unified Communications Manager Release	12.5	CallCtrl: 1,000 users	2	6	80	1
IM&P	IM & Presence Release	12.5	1,000 users	1	4	80	1
CUC	Unity Connection Release	12.5	1,000 users	1	4	160	1
ESXi	ESXi Scheduler		ESXi	1			
Other 6.5	Other 6.5	6.5			4		

Cisco Unified Communications Deployment Quotation # 2019-56621v1

Customer Name & Address	Logicalis Account Executive
Sandra Boller City of Reynoldsburg 7232 E Main St Reynoldsburg, OH 43068-2014	Matt Previts Logicalis 1801 Superior Avenue Suite 350 Cleveland, OH 44114 +1 2163504207 matt.previts@us.logicalis.com
Bill To Address	Ship to Address
City of Reynoldsburg 7232 E Main St Reynoldsburg, OH 43068-2014	City of Reynoldsburg 7232 E Main St Reynoldsburg, OH 43068-2014

Item	Qty	Part Number	Description	Unit Price	Extended Price
Products					
1	1	UCL-UCM-LIC-K9	Top Level Sku For 9.x/10.x User License	\$0.00	\$0.00
2	1	CON-ECMU-UCL UCMLK	SWSS UPGRADES Top Level Sku For 9.	\$0.00	\$0.00
3	102	LIC-CUCM-12X-ENH	UC Manager-12.x Enhanced Single User License	\$210.00	\$21,420.00
4	102	CON-ECMU-LIC CUCHM	SWSS UPGRADES UC Manager-12.x Enhanced Single User Lic	\$34.00	\$3,468.00
5	1	CUCM-VERS-12.0	CUCM Software version 12.0	\$0.00	\$0.00
6	20	LIC-CUCM-12X-BAS	UC Manager-12.x Basic Single User License	\$125.00	\$2,500.00
7	20	CON-ECMU-LIC CXCM	SWSS UPGRADES UC Manager-12.x Basic Single User Licens	\$20.00	\$400.00
8	20	LIC-UCM-12X-BAS	UC Manager Basic 12.x License	\$0.00	\$0.00
9	2	LIC-EXP-TURN	Enable TURN Relay Option	\$0.00	\$0.00
10	1	LIC-EXP-E-PAK	Expressway Series; Expressway-E PAK	\$0.00	\$0.00
11	102	LIC-UCM-12X-ENH	UC Manager Enhanced 12.x License	\$0.00	\$0.00

Attachment: CISCO Hardware (Phone System)

Item	Qty	Part Number	Description	Unit Price	Extended Price
12	2	EXPWY-VE-C-K9	Cisco Expressway-C Server; Virtual Edition	\$0.00	\$0.00
13	2	LIC-EXP-E	Enable Expressway-E Feature Set	\$0.00	\$0.00
14	4	LIC-EXP-GW	Enable GW Feature (H323-SIP)	\$0.00	\$0.00
15	1	SW-EXP-8.X-K9	Software Image for Expressway with Encryption; Version X8	\$0.00	\$0.00
16	2	LIC-EXP-AN	Enable Advanced Networking Option	\$0.00	\$0.00
17	2	EXPWY-VE-E-K9	Cisco Expressway-E Server; Virtual Edition	\$0.00	\$0.00
18	102	LIC-EXP-DSK	Expressway Desktop Endpoint License	\$0.00	\$0.00
19	4	LIC-SW-EXP-K9	License Key Software Encrypted	\$0.00	\$0.00
20	4	LIC-EXP-SERIES	Enable Expressway Series Feature Set	\$0.00	\$0.00
21	1	CUWL-12X-K9	Unified Workspace Licensing v. 12.x	\$0.00	\$0.00
22	1	CON-ECMU-CUWL212X	SWSS UPGRADES Unified Workspace Licensing v. 12.x	\$0.00	\$0.00
23	25	NEW-UWL-12X-S-SLED	New CUWL Std Edition 12.x Usr; SLED/Govt/Edu Only; 1 Usr	\$325.00	\$8,125.00
24	1	UCAPPS-SW-12.0-K9	Version 12.x Software Kit	\$0.00	\$0.00
25	1	NEW-UWL	New or Migration users for a new CUWL Deployment	\$0.00	\$0.00
26	25	UWL-12X-STD	CUWL Standard 12.x Users - Service Use Only	\$0.00	\$0.00
27	25	CON-ECMU-UWLT12XS	SWSS UPGRADES CUWL Standard 12.x Users - Service Use O	\$52.00	\$1,300.00
28	1	JAB-IPH-RTU	Jabber for iPhone Right to Use	\$0.00	\$0.00
29	25	UCXN-12X-UWL	Unity Connection 12.x Enhanced Users for CUWL	\$0.00	\$0.00
30	1	VXME-USR-RTU	VXME Right to Use	\$0.00	\$0.00
31	8	JABBER-TABLET	Jabber for iPad and Android Tablet	\$0.00	\$0.00
32	12	LIC-EXP-SERIES	Enable Expressway Series Feature Set	\$0.00	\$0.00
33	6	LIC-EXP-TURN	Enable TURN Relay Option	\$0.00	\$0.00
34	2	UCXN-12X-SC-PORTS	Unity Connection 12.x SpeechConnect Ports	\$0.00	\$0.00
35	12	LIC-EXP-GW	Enable GW Feature (H323-SIP)	\$0.00	\$0.00

Attachment: CISCO Hardware (Phone System)

Item	Qty	Part Number	Description	Unit Price	Extended Price
36	1	SW-EXP-8.X-K9	Software Image for Expressway with Encryption; Version X8	\$0.00	\$0.00
37	25	UCM-12X-UWL	UC Manager Multiple Device 12.x Users for CUWL Std or Mtgs	\$0.00	\$0.00
38	3	CUCILYNC-CLNT-UWL	Cisco Unified Comm Integration for Lync for CUWL only	\$0.00	\$0.00
39	1	JAB-ADR-RTU	Jabber for Android Right to Use	\$0.00	\$0.00
40	25	LIC-EXP-DSK	Expressway Desktop Endpoint License	\$0.00	\$0.00
41	12	LIC-SW-EXP-K9	License Key Software Encrypted	\$0.00	\$0.00
42	1	CIPC-UWL-RTU	CIPC UWL Right to Use Certificate	\$0.00	\$0.00
43	19	JABBER-DESKTOP	Jabber for Desktop for PC and Mac	\$0.00	\$0.00
44	6	LIC-EXP-E	Enable Expressway-E Feature Set	\$0.00	\$0.00
45	1	LIC-EXP-E-PAK	Expressway Series; Expressway-E PAK	\$0.00	\$0.00
46	1	VXME-USR	Cisco VXME Users	\$0.00	\$0.00
47	6	EXPWY-VE-C-K9	Cisco Expressway-C Server; Virtual Edition	\$0.00	\$0.00
48	6	EXPWY-VE-E-K9	Cisco Expressway-E Server; Virtual Edition	\$0.00	\$0.00
49	1	JABBER-DSK-K9-RTU	Jabber for Desktop Right to Use	\$0.00	\$0.00
50	1	JABBER-SDK	Jabber Software Development Kit	\$0.00	\$0.00
51	6	LIC-EXP-AN	Enable Advanced Networking Option	\$0.00	\$0.00
52	8	JAB-ADR-CLNT-UWL	Jabber for Android CUWL Only	\$0.00	\$0.00
53	1	JAB-SDK-K9-RTU	Jabber Software Development Kit RTU	\$0.00	\$0.00
54	3	IPC8-CLIENT-UWL	IP Communicator 8.x for CUWL only	\$0.00	\$0.00
55	10	JAB-IPH-CLNT-UWL	Jabber for iPhone CUWL Only	\$0.00	\$0.00
56	1	JABBER-TABLET-RTU	Jabber for Tablet Right to Use	\$0.00	\$0.00
57	1	CUCILYNC-UWL-RTU	CUCILYNC UWL Right to Use Certificate	\$0.00	\$0.00
58	1	UNITYCN12-K9	Unity Connection 12.x Software (E-Delivery Only)	\$0.00	\$0.00

Attachment: CISCO Hardware (Phone System)

Item	Qty	Part Number	Description	Unit Price	Extended Price
59	1	CON-ECMU-UNITYKN1	SWSS UPGRADES Unity Connection 12.x Software (E-Delive	\$0.00	\$0.00
60	125	UNITYCN12-STD-USR	One Unity Connection 12.x Voice Messaging User	\$75.00	\$9,375.00
61	125	CON-ECMU-UNITYDNR	SWSS UPGRADES One Unity Connection 12.x Voice Messagin	\$15.00	\$1,875.00
62	24	UNITYCN12-SC-PORT	Unity Connection Speech Connect/ASR 12.x Add-on ports	\$0.00	\$0.00
63	2	UCXN-12X-SC-PORTS	Unity Connection 12.x SpeechConnect Ports	\$0.00	\$0.00
64	1	LIC-SPCHVIEW-DEMO	SpeechView Unity Connection Demo for 50 users for 6 months	\$0.00	\$0.00
65	1	ISR4331-V/K9	Cisco ISR 4331 UC Bundle; PVDM4-32; UC License; CUBEE10	\$5,000.00	\$5,000.00
66	1	CON-SSSNT-ISR4331V	SOLN SUPP 8X5XNBD Cisco ISR 4331 Bundle with UC Sec Lic P	\$861.00	\$861.00
67	1	SL-4330-IPB-K9	IP Base License for Cisco ISR 4330 Series	\$0.00	\$0.00
68	1	SL-4330-UC-K9	Unified Communication License for Cisco ISR 4330 Series	\$0.00	\$0.00
69	1	PVDM4-32U64	PVDM4 32-channel to 64-channel factory upgrade	\$1,600.00	\$1,600.00
70	1	PWR-4330-AC	AC Power Supply for Cisco ISR 4330	\$0.00	\$0.00
71	1	CAB-AC	AC Power Cord (North America); C13; NEMA 5-15P; 2.1m	\$0.00	\$0.00
72	1	MEM-FLSH-4G	4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard)	\$0.00	\$0.00
73	1	MEM-43-4G	4G DRAM (1 x 4G) for Cisco ISR 4300	\$0.00	\$0.00
74	1	NIM-BLANK	Blank faceplate for NIM slot on Cisco ISR 4400	\$0.00	\$0.00
75	2	FL-CUBEE-5	Unified Border Element Enterprise License - 5 sessions	\$0.00	\$0.00
76	1	SM-S-BLANK	Removable faceplate for SM slot on Cisco 2900;3900;4400 ISR	\$0.00	\$0.00
77	1	SISR4300UK9-316S	Cisco ISR 4300 Series IOS XE Universal	\$0.00	\$0.00
78	1	NIM-2MFT-T1/E1	2 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module	\$2,200.00	\$2,200.00
79	1	USE-BUNDLED-PVDM	Choose to assemble the PVDM in a Voice bundle on T1/E1 card	\$0.00	\$0.00

Item	Qty	Part Number	Description	Unit Price	Extended Price
80	20	CP-7811-K9=	Cisco UC Phone 7811	\$195.00	\$3,900.00
81	20	CON-SNT-CP78119K	SNTC-8X5XNBD Cisco UC Phone 7811	\$10.00	\$200.00
82	115	CP-8811-K9=	Cisco IP Phone 8811 Series	\$445.00	\$51,175.00
83	115	CON-SNT-CP8811K9	SNTC-8X5XNBD Cisco IP Phone 8811 Series	\$16.00	\$1,840.00
84	12	CP-8851-K9=	Cisco IP Phone 8851	\$615.00	\$7,380.00
85	12	CON-SNT-CP8851K9	SNTC-8X5XNBD Cisco UC Phone 8851	\$20.00	\$240.00
86	10	CP-BEKEM=	Cisco IP Phone 8800 Key Expansion Module	\$490.00	\$4,900.00
87	10	CON-SNT-CPBEKEM	SNTC-8X5XNBD Cisco IP Phone 8800 Key Expansion Module	\$10.00	\$100.00
88	5	CP-8832-K9=	Cisco 8832 Spare in charcoal color for North America	\$1,595.00	\$7,975.00
89	5	CON-SNT-CPL8832K	SNTC-8X5XNBD Cisco 8832 Spare in charcoal color for N	\$88.00	\$440.00
<i>Products Subtotal</i>					\$136,274.00

Grand Total	
Products Subtotal:	\$136,274.00
Grand Total:	\$136,274.00

Terms and Conditions

Terms Applicable to All Sales

1. In the event Customer chooses to lease the Products and/or Services from a third party leasing company, Customer remains liable for payment to Logicalis for all Products and/or Services purchased until Logicalis receives payment from such leasing company.
2. All items not specifically included in this document are out of scope.
3. Prices are valid for 30 days from date of the document unless otherwise stated.
4. The information in this document is considered proprietary and confidential to Logicalis. By acceptance of this Quotation, Customer agrees to maintain this confidentiality and use such information for internal purposes only.

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2. Any variation in quantity or requested delivery may result in price changes.
3. Prices are subject to change without notice in the event the Product's manufacturer/distributor changes the price to Logicalis.
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Accepted By:
City of Reynoldsburg

Accepted By:
Logicalis, Inc.

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

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Attachment: CISCO Hardware (Phone System)